

## Fees and Collections Policy

This document sets out the process of compiling the fees for and on behalf Rudgwick Pre-School together with requirements of collecting the debts outstanding.

### EYFS key themes and commitments

<b>A Unique Child</b>	<b>Positive Relationships</b>	<b>Enabling Environments</b>	<b>Learning and Development</b>
1.3 Keeping safe	2.1 Respecting each other	3.4 The wider context	

### Characteristics of Effective Learning

<b>Playing and Exploring Engagement</b>	<b>Active Learning Motivation</b>	<b>Creating and Thinking Critically - Thinking</b>
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### Procedures

When a child is registered with Rudgwick Pre-School parents must complete and sign a registration, consent form and the Pre-school terms and conditions.

All children receive funding from the County Council from the term after their third birthday (earlier funding is available in certain circumstances, please ask). Exact birth dates for those eligible are published by the County Council and given to the pre-school. Funding is received per child per hour attended and is dependant on the Free Entitlement Parent Declaration Form being completed. Funding is given on the days specified on the Declaration Form and are not interchangeable. Every child over the age of three is entitled to receive 15 hours per week universal FE funding from the council. At Rudgwick Pre-School this covers 38 weeks per year (equivalent to school term times) that the pre-school is open.

Working parent(s) can also apply for 15 additional hours (extended FE) funding from the County Council, HMRC eligibility criteria exist.

All FE funding may be used across county borders, and across multiple FE registered providers. This must be declared on the Declaration Form and held by each provider being used.

Rudgwick Pre-School will accept funding from either the 'universal or extended' funding. All unfunded hours will be invoiced at the agreed rate per hour.

Rudgwick Pre-School closes for 5 INSET days per year in line with Rudgwick Primary School.

**Sessions available;**

Monday 9.00am - 1.00pm (Monday Club, for those in their last year before school)

Tuesday 9.00am – 12.00 noon, 12 noon – 3.00pm or 9.00am – 3.00pm

Wednesday 9.00am - 1.00pm

Thursday and Friday 9.00am – 12 noon

Rudgwick Pre-School reserve the right to increase the fees giving two months notice.

Any changes the parent/carer wish to make to their child's sessions will only be amended on a termly basis, or at the discretion of the Supervisor.

Fees are charged at the beginning of each half term for the future half term and are due for payment within 14 days of the date of the invoice.

For children with a commencement date mid term, an invoice will be produced on the start date to cover the remainder of the term. The 14-day payment terms will still apply.

Fees are payable regardless of whether the child attends or not. In circumstances of long term illness, fees can be waived at the discretion of the Supervisor and/or Committee.

Parents/Carers must provide one month's written notice of any change to the starting or leaving date or any changes to the sessions agreed at the start of the academic year with the exception of when they are leaving to attend School. Fees will still be charged throughout the notice period.

**Collection of Fees**

Fees can be paid by cash, cheque or directly into the Rudgwick Pre-School bank account. The payment method is clearly stated on all invoices. We also accept payment from tax Free Childcare accounts.

If payment of fees has not been received within the agreed 14-day period, the Finance Officer will send a reminder letter to the Parent/Carer of the child. (See appendix 1). The letter clearly states that the parent/carer can discuss the matter further with the Finance Officer or the Supervisor regarding the outstanding invoice/s. Every effort should be made to ensure that the payment is made promptly.

If payment is still outstanding after a further 14 days, the Finance Officer will contact the parent/carer by phone to discuss reasons for non-payment. If possible, a reasonable short-term payment plan can be agreed to catch up the arrears.

An additional option for parents/carers with children that are funded by the council will be to reduce

the number of sessions to allow all fees to be claimed from the council.

If, despite the reminders the account remains in arrears the Pre-School has the right to refuse attendance for the following term and ultimately the parent/carer will be given notice on terminating their sessions.

Parents/Carers will not be allowed to increase the number of sessions if the account is in arrears. If the parent/carers repeatedly falls into arrears, the Pre-School has the right to cancel the child's attendance.

If fees still remain outstanding, action will be taken to claim the arrears in accordance with the Small Claims Court proceedings.

If the child leaves Pre-School owing fees, the committee authorises the Finance Officer to take proceeds to the small claims court to recover the outstanding fees. Any subsequent children will not be able to attend until arrears are paid in full.

We need to remind all parents/carers that we are a charity and are running a business. Without the payment of fees, we cannot sustain the business going forward. Therefore we will treat **all** our parents with a standard and fair procedure.

This policy was adopted at a meeting of

Rudgwick Pre-school

Held on

18<sup>th</sup> May 2023

Date to be reviewed

18th May 2025

Signed on behalf of the management committee

*William Baldwin*

Name of signatory

William Baldwin

Role of signatory

Chairperson

**APPENDIX 1**



Rudgwick Pre-School,

Church Street,  
Rudgwick,  
RH12 3HJ

(Date)

Dear Parent/Guardian of .....

**Re: Invoice ..... for £.....**

It appears from our records that we have not received payment of the above mentioned invoice dated ..... Our payment terms are 14 days from the date of the invoice. As a consequence we would respectfully request that settlement for this invoice is forwarded to us with immediate effect.

As you know Rudgwick Pre School is a charity run business and as such we are reliant upon prompt payment to ensure that we can continue to operate.

If you have already sent payment for this invoice within the last few days, please accept our apologies and disregard this letter.

Yours Faithfully,

Arianne Knight  
Rudgwick Pre School Finance Officer

Tel: 07912 943 289  
E-mail: financeteamrps@gmail.com

Payments can be made by paid direct to our Bank Account

The Co-operative Bank  
Account No 65603837  
Sort Code 08-92-99

