

Kintore Way Children's Centre

Charging and Payment of Fees Policy

Services for parents/carers and families

There is no charge for parent support services such as welfare rights or parenting advice. The parent/carer and toddler group is free to all who wish to attend and there is no charge for refreshments. Most courses run in the Centre are free: participants are always notified in advance if there is to be any charge.

Centre Fund

At Kintore Way, we have a Centre fund that is used to pay for certain resources such as book bags for the children and small outings during the year. Parents are offered the chance to make a voluntary contribution of £10 per year to this fund.

Outings

Educational visits are an integral part of the school curriculum, so it is important that no child should miss out because of inability to pay. When a letter is sent out to parents and carers informing them of arrangements for an outing, the information may contain a phrase outlining the cost, and suggesting that parents may wish to make a voluntary contribution. It is not usual to expect parents who are accompanying the children to pay their own costs themselves.

Sponsored events

There are occasional sponsored events at nursery, for example raising money for Comic Relief by a sponsored bounce on the bouncy castle. All children are encouraged to take part, and parents are free to choose whether or not to make any contribution.

Over 3's section

School dinners

Full time children are charged at the current rate for school dinners, unless they have applied for and are entitled to free school meals. The application form, available from the office, gives details of which children and families are eligible to receive free school meals. Non-payment of dinner money may result in lunch service being withdrawn.

Extended Day and Year services

1) Breakfast and After School club

During term-time, children can be brought to school early, at 8.15 and/or collected at 5.45, if booked into the breakfast and after school club. Bookings are made at the office, where a current charge list is available. Parents are given a termly contract, and are required to give two weeks

notice in writing of termination of this contract. If a child is absent or sick, fees are still payable unless a child's sickness is certificated and exceeds one week. Payment of fees should be made 2 weeks in advance prior to the start date. Individual payment arrangements will be negotiated between the Centre and parents/carers. Fee collection wherever possible should be made by standing order. If the fees fall into arrears the Centre will notify the parents/carers and request immediate payment. If payment is not made immediately the place may be withdrawn.

2) Holiday Playschemes

During school holidays, a playscheme may operate for children up to 8 years of age, providing there is sufficient demand from regular attenders of the Centre, or the Breakfast and After School club. This is a chargeable service: fees are payable in advance and are non-refundable. For one week play schemes, payment of fees are to be made the week before the play scheme commence. For play schemes in excess of one week, fees must always be paid one week in advance.

Parents may be eligible to claim working family tax credit to offset the costs of these extended day and year services.

Under 3's Section

Values and intentions

The Centre aims to support all families to access the fee paying Day-Care Services. To achieve this we aim to:

- assist families to obtain grants that facilitate people to access the service
- work in partnership with other agencies that support parents/carers back into work, training and education
- provide up to date information on financial help for parents and carers or assist parents and carers to source such information.

First payment of fees

Fees will be charged from the first day of settling. All fees are to be paid monthly in advance. This could be received by cheque. Regular fees are to be paid by standing order.

If a parent has any concerns about making payments for 1st fees by the due dates because they are returning to work for the first time and transferring from state benefits to working benefits they should make an appointment to see the Bursar immediately.

On-going payment of fees

All subsequent payments of fees **MUST** be paid monthly in advance. Payment must be made to the Centre by bank standing order. The standing order form must be completed and submitted to the bank and this is a condition of the placement offer. The Centre will not accept cheques for any ongoing payment of fees.

Fees are charged per calendar month and charged all year round.

Fees are charged if your child is off sick and when they are away on holiday.

Non payment of fees

If you **DO NOT** make payments in advance, then your child will **NOT** be admitted to The Centre.

If the standing order is rejected or returned by the bank unpaid, the full amount will have to be paid in cash. Your child **WILL NOT** be admitted until this payment has been made and the next month's fees paid in full in advance. You will be charged for the time your child does not attend.

If Daycare services are suspended due to failure to pay fees you will be given two weeks to bring the account up to date and in advance. If you **DO NOT** make these payments your child's place will be withdrawn **IMMEDIATELY**.

If your account falls into arrears by more than one month your child's place will be withdrawn permanently.

Arrears will be passed on to The Centre's debt collectors.

Annual increase

All fees will be reviewed annually and increases will take effect on the 1st April of each year by the annual inflation rate as defined by the Bank of England. Reminder letters to inform parents will be sent out by the end of February together with standing order forms. These forms will need to be completed and returned to the Bank within 5 working days and this is a condition of the place

Change of fees

If the fees are to be changed for any reason other than the annual rise parent/carers will be given 6 months notice of the change

Absence

If your child is absent for a week without notification, the Bursar will write a letter to parent/carer regarding the child's absence. If after 2 weeks from the date of the letter there is no reply and the child remains absent, the placement will be withdrawn permanently. Fees will continue to accrue for the absence period.

Notice Period if a child is leaving

Parent/carers are required to give notice in writing one month before the child's leaving date. A child can leave within the one month's notice period but the parent/carer will be charged for the whole month.

Signed Date.....

Chair of Finance and Premises Committee

February 2009

Review Date: Spring 2012