



Fees Policy for Greenshoots Pre-school and Wrap Around Care

1. The “free” Early Years Entitlement is 15 hours per week and 38 weeks per year. This equates to five 3 hour sessions per week.
2. If you are eligible for 30 hours funding then this equates to 10 3 hour sessions and charges for lunch will still apply. Confirmation of eligibility is required before a place is offered.
3. Any additional pre-school sessions to be charged at a sessional rate of £12.75 for 3 and 4 year olds and £15.75 per session for 2 year olds. Where a child turns 3 mid-term 2 year old charges will apply until the end of that term when ME2 funding ceases.
4. Extended care sessions – before school, after school and lunch clubs are charged as follows:
 - Lunch club - £4.00 which includes a cooked lunch - this includes £2.00 for lunch and £2.00 for care. If providing packed lunch then cost is £2.00 for the care
 - Breakfast Club - £4.50 per session - includes breakfast
 - Afterschool Club - £5.50 for the first hour to include snack
£4.50 per hour thereafter
5. Fees and charges are reviewed annually, in the Summer Term, by the Laira Green Trust.
5. An invoice will be prepared by the business administrator and then issued to all parents which will detail the free entitlement, chargeable sessions and lunch club sessions. A separate invoice will be issued for before and after school club sessions.
6. Pre-school Invoices will be issued within the second week of each half term with payment in full being due within 14 days – the invoice will breakdown what the charges are and the payment terms. In addition, the invoice will include details of any carry forward from the previous term and a lunch refunds due. Invoices for wraparound care will be issued monthly with a 14 day deadline date for payment.
7. Parents/carers should check the invoice before payment and raise any issues with either the Manager or the Business Administrator.
8. Payments can be made either by cheque, cash or directly to the Trust bank account details of which will be on the invoice. A receipt will be issued for all payments received.
9. If a parent/carer has any problems with paying the invoice or wishes to discuss an alternative payment arrangement (e.g. payment weekly) then this should be discussed with the Manager or the Administrator as soon as possible after the invoice has been issued.
10. Pre-school Fees are payable even if a child is unable to attend due to illness, holiday or another reason. However, wherever possible the Manager may be able to make alternative arrangements for the child to access another session dependant on the capacity within the provision. This should be done within the same half term that the session was missed.
11. Where possible Breakfast and Afterschool club attendance should be pre-booked using the appropriate form. An up-front invoice will be issued for 50% of the fees based on sessions pre-booked on a monthly basis. At the

end of the month a further invoice is issued for the balance due including adjustments and fees outstanding. All sessions booked are to be paid for unless 24 hours notice to cancel has been received.

12. Where a child is absent for lunch the cost of the lunch (£2.00) will be refunded by adjusting the next half terms invoice. Fees due for the care element of the lunch period (£2.00) will still be payable.
13. The pre-school will need to charge for persistent lateness at collection time. There would be no charge where a child is collected late due to unforeseen circumstance and as a one-off. However, if a child is collected late regularly then the Manager will give a verbal warning in the first instance stating that if the parent/carer is late again then a charge will be made. If the parent/carer is late again following this warning then the Administrator will issue a letter and an invoice for the late charge. The charge for late collection will be £4.25 per hour for 3/4 year olds and £5.25 per hour for 2 year olds where the parent/carer is more than 15 minutes late. Payment of this invoice will be in line with normal payment terms.
14. Where invoices are not paid within the 14 days stated then the Business Administrator will issue a letter giving the parent/carer a further 2 weeks to make payment. In addition, the Manager will be provided with a list of the fees outstanding so they can speak to the parent/carer direct. If by this second date no payment has been received then a further letter will be issued along with an additional invoice of £5 to cover administrative costs as a late payment charge. In addition, this letter will state that the child's attendance will be reduced to the free entitlement from a specified date only to ensure no further fees can be accrued. For children attending wraparound care attendance will be stopped until payment in full has been received.
15. If after the second letter the invoice remains unpaid then a final letter will be sent giving a 7 day deadline for payment and stating that after this date legal proceedings will be initiated.
16. A Parent/Carer will be offered the opportunity to discuss setting a payment plan at every stage when chasing outstanding fees. The payment plan will be a joint agreement signed by the Business Administrator and the Parent/Carer and will detail how much will be paid and on what dates. If the plan is not adhered to then steps 13 and 14 will be introduced.
17. Where a fee is outstanding for 6 months or more and is less than £20 the debt will be referred to Trustees for a decision on how to proceed. In addition, the child and or siblings will not be able to attend either wraparound care or any additional pre-school sessions or lunch club until payment is made in full. Where the debt is over £20 and under £100 efforts to recover the debt will continue with the support of Trustees and will include arranging a meeting. Where a debt is over £100 then recovery will be actioned through the online small claims court. The parent/carer will be informed in writing what decisions and action are being taken at this stage. The Business Administrator will provide updates on outstanding fees at Trustee meetings.
18. A minimum of one half terms notice is required before removing a child from the pre-school. If this is not received then fees for the remainder of the term will still need to be paid
19. Details of this policy will accompany the parent/carer contract, which is signed, by them and the Pre-school Manager. In addition, copies of the policy will be given to parents of children attending wraparound care at the time of registration.

This policy was adopted on:

Signed on behalf of Laura Green Trust - Greenshoots Pre-school and Wraparound Care –

Chairperson, Laura Green Trust :

Mrs Lisa Bickford

Greenshoots Manager (Strategy and Support) :

Mrs Kerry Whitehead

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