



Fees Policy

Windmill Under 5s, Lacey Green and Loosely Row Sports Club, Main Road,
Lacey Green, Princes Risborough HP27 0PL
Registered charity no: 1026976

Version Control

Version	Date	Author	Comments
1.5	14.02.2019	RM / LC	• Update to fees and charges
1.6	24.04.2019	RM / NK	• Updated job titles
1.7	14.05.2019	LC/RM	• Updated to reflect transition of responsibility from Business Manager to Preschool Manager
1.8	04.07.2019	RM / NK	• Removed reference to Summer 2019 fees
1.9	17.05.2020	TW / RM	• Full annual policy review

Reviews and Approvals

Policy adopted :	11 November 2015 by Windmill Under 5s Management Committee	
It was last updated:	17 May 2020	
It will be reviewed:	Summer Term (May) 2021	
Signed & dated:	Natasha Kann	Natasha Kann – Chairperson on behalf of the Management Committee

The Safeguarding and Welfare Requirement: Information and Records

Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met.

Information and Records

40. Fees

Policy Statement

Windmills hope to ensure the smooth running of the preschool at all times through the co-operation of parents/carers, staff and the Management Committee. We aim to make parents aware of, and understand, the requirements they should agree to when a child enters Windmills, and so in this way Windmills will continue to thrive and offer a smooth running provision. We aim to ensure financial stability of Windmills by having a fair and consistent fees and payment process.

Procedures

Fees are payable for those children who are either not yet in receipt of their Early Education Funding, or where a child attends for more than the hours covered by the Early Education Funding.

- Our fee is £6 / hour.
- We charge a £25 Administration Fee when an application is made for children who are not in receipt of Early Education Funding. This will only be refunded if we are unable to offer the child a place two weeks prior to the child starting at Windmills. If we are able to offer the child a place, but acceptance is declined, this fee will not be refunded.
- We charge a £25 Registration Deposit per application, which is fully refunded within six weeks of the child starting at Windmills. If we are unable to offer the child a place two weeks prior to the child starting Windmills, this deposit will be refunded. Deposits will not be refunded if the place is not taken up on the date specified in the application, unless there are extenuating circumstances to be agreed with the Chairperson. This allows Windmills to recover some of the costs incurred when a space is kept open for a child.

Funding (3 & 4 year olds)

- All three and four year old children are eligible for Early Education Funding at the start of the term following their 3rd birthday. The universal funding entitlement is for 15 hours a week and based on 38 weeks per year.
- The 30 hours childcare scheme came into effect in Buckinghamshire in September 2017. These changes extend the current 15 hours to 30 hours per week in total for eligible working

families, for each of the 38 academic weeks of the year. Parents/carers should go to the following site to see if they are eligible: <https://www.childcarechoices.gov.uk/>

- Windmills offers extended funding places (up to 30 hours) and these are subject to availability. Please contact our Preschool Manager at your earliest opportunity to register your interest. The maximum number of funded hours we can offer under this scheme reflects our current opening hours and we offer this flexibly across all our sessions. An eligibility code will need to be seen, and validated with Buckinghamshire Council before a place can be offered. In the event a parent cannot produce a valid code, they may be subject to fees or a reduction in sessions.
- The dates determining eligibility of a child for Early Education Funding hours are as follows:

A child born on or between	Will become eligible for funding from
1 April and 31 August (inclusive)	1 September (or from the start of the Autumn Term following their 3 rd birthday)
1 September and 31 December (inclusive)	1 January (or from the start of the Spring Term following their 3 rd birthday)
1 January and 31 March (inclusive)	1 April (or the start of the Summer Term following their 3 rd Birthday)

- Prior to a child turning 3 years we will issue a Parent Provider Agreement (PPA), which parents/carers will be required to complete and return to our Preschool Manager, together with the child's passport or birth certificate.
- Where a child joins us part way through a term and has already been receiving funding at another setting, they will not be funded at Windmills until the start of the next half-term, unless they meet the exceptional criteria. More details can be obtained from the Preschool Manager.
- If a child is claiming funding across two providers, parents/carers can liaise with our Preschool Manager to determine how the funding will be allocated and must inform us of how many hours they wish to claim at Windmills.
- If a parent/carer is employed by the Armed Forces (Personnel Category 1 and 2 only) Windmills may be eligible for additional funding. Parents/carers should ensure they indicate on their Registration Form that they are employed by the Armed Forces. When completing the funding forms they will be required to show us some form of proof of their employment with the Armed Forces.
- Funding is paid by the Buckinghamshire Council. Contact details are:
Buckinghamshire Council, EEF Data Support, Performance and Information, 4th Floor, Aylesbury, HP20 1UZ. Tel: 01296 387 481 / 7432
- A child's funded place is made available and retained subject to good attendance. Buckinghamshire Council may claw back funding from Windmills if children do not attend regularly or are absent without good reason. In this situation this claw back in funding will be invoiced to the parent/carer by Windmills.

Funding (2 year olds)

Some 2 year olds may be eligible for 15 hours free childcare per week and we offer places subject to availability. Your 2 year old can get free early education and childcare if you receive one of the following:

- Income Support
- Income-based Jobseeker's Allowance (JSA)
- Income-related Employment and Support Allowance (ESA)
- Universal Credit
- Tax credits and you have an annual income of under £16,190 before tax
- the guaranteed element of State Pension Credit
- support through part 6 of the Immigration and Asylum Act
- the Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)

Your child can also get free early education and childcare if any of the following apply:

- they're looked after by a local council
- they have a current statement of [special education needs \(SEN\)](#) or an education, health and care (EHC) plan
- they get [Disability Living Allowance](#)
- they've left care under a special guardianship order, child arrangements order or adoption order

We can only accept funded 2 year old children if they have confirmed eligibility and parents must supply us with their code before the child can start. Parents can apply through the following link - <https://www.buckscc.gov.uk/services/education/early-years-and-childcare/free-early-education-and-childcare/free-childcare-for-2-year-olds/> The dates determining eligibility of a child for Early Education Funding hours are listed in the table above (see section Funding 3 & 4 year olds)

Fee payment

- Fees are payable in advance each half term and invoices are usually distributed in the second week of every half term.
- Invoices give details of the sessions being paid for and the rate being charged.
- Invoices include an optional £20 voluntary contribution per half term to help cover the cost of consumables. These are classified as snacks, tissues, wet wipes, craft and drawing materials etc. If the parent/carer wishes to forego this contribution they simply omit from their payment.
- Adhoc sessions may be invoiced separately, or will be added to the following term's invoice.
- Payment is due within fourteen days.
- Payment is accepted by cash, bank transfer or Childcare Vouchers.

- We are currently registered to accept Childcare Vouchers from Computershare, Care-4, RG Childcare, Sodexo, Kiddivouchers, Tax Free Childcare, My Childcare Vouchers, Fair Care and Kids Unlimited. If parents/carers wish to make payment through another scheme, or would like to know more, they should contact our Preschool Manager.
- If it is not possible to make payment in full, alternative arrangements may be arranged after prior discussion with the Preschool Manager.
- We will give at least a half term's notice of any fee increase.
- Fees will not be charged for inset days, or days where we are required to close due to unforeseen circumstances. If fees have already been charged in these circumstances then the relevant amount will be deducted from the next invoice. However, if we have to close once a session has started no refunds will be offered. Please see our Closure Policy for more details.
- From time to time we have party sessions or extracurricular activities, where all children are invited to attend. These days are not charged for on invoices. However, a fee may be charged to those children who attend to cover the costs of these sessions. Parents/carers will be given advance warning of any such sessions.

Late Fee

- Children must be collected on time at the session finishing times of 12 noon, 1.30pm or 3pm, as applicable. In the event of late collection of children, a £25 Late Fee will be payable for every 15 minutes (or part thereof) after the relevant time until the child is collected. A parent/carer will be given a letter on the first instance of late collection and if lateness continues the Late Fee will be charged. Any failure to charge the fee on a particular occasion will not prevent it being payable on future occasions.

Absences / cancellation of place / changes in sessions

- If a child is absent due to sickness, parents/carers should phone the Windmills mobile phone prior to 9.00am to inform a member of staff, or leave a phone message.
- If a child is going to be absent for any other reason, parents/carers should fill in a holiday form and hand to a member of staff prior to that day's absence.
- Fees remain due in the event of a child's absence for any reason, as our running costs remain the same.
- Children will not be able to attend on an alternative day in lieu of a day of absence.
- If a child is absent without notice for more than 3 weeks then their place is considered to be no longer required and may be given to the next child on the waiting list. We will make every effort to contact the parents/carers to discuss and try to find a resolution before revoking a place. Fees already paid will not be refunded and any outstanding fees due will be invoiced.
- Parents/carers are required to give a half term's notice if a decrease in the number of sessions is required. Any decrease in days without notice will not be refunded, unless it relates to a child who is in receipt of the universal and/or extended entitlement. Exceptional circumstances may

apply, for example if the decrease in days has been advised by the Preschool Manager and agreed with the parents/carers.

- Any increase in sessions, or changes of day will be subject to availability.
- If a parent/carer no longer requires a place and the child attends for more than the 15 hours covered by the Early Education Funding, or is not yet in receipt of Early Education Funding, a half term's written notice to the Preschool Manager is required, stating the leaving date. We require all outstanding fees to be paid prior to the child leaving Windmills. In the event of a parent/carer no longer requiring a funded or non-funded place, written notice must be given to the Preschool Manager a half-term in advance. Any outstanding fees must be paid prior to the child leaving. If a funded child is transferring to another provider, their funding will be transferred but at the half-term point unless the child/family meets the exceptional circumstances criteria. Speak to the Preschool Manager for further advice if needed.

Non-payment of fees

- We understand that sometimes it is difficult to pay a bill. If this applies, the parent/carer should let the Preschool Manager know. Parents/carers should not wait until a reminder – the sooner we know there is a problem, the sooner we may be able to help with a payment plan. This will be treated with the strictest confidence between the Preschool Manager, the Business Manager, Treasurer and Chairperson.
- Parents/carers are informed of our fees and payment structure on our website and also our policy document, which is given to parents prior to children starting at Windmills.
- If we cannot obtain fees because a cheque has not cleared, parents/carers will be required to pay the full amount in cash, including any bank charges that may be incurred, within 7 days of being notified. If two payments do not clear, parents/carers will be asked to pay all future fees in cash. This also applies to payments not cleared by "Child Care Vouchers".
- If a payment plan is agreed between a family and the Preschool Manager, Windmills reserves the right to withdraw that facility if payments are not made as agreed. If payments are not made as agreed, the full amount outstanding will then be due within 14 days from the issuing of an overdue account letter.
- If a family has used the services provided by Windmills without payment, or their payment has been dishonoured, Windmills will follow the following procedure:
 - Issue an 'Overdue Account' reminder asking for payment in full within seven days. If payment is received within seven days no further action will be taken.
 - If payment is not received a "Second Warning" letter will be issued asking for immediate payment, in full within seven days, plus a £25 Administration Fee. If payment is received within seven days no further action will be taken.
 - If after seven days full payment has not been received, a "Final Warning" letter will be issued plus a further £25 Administration Fee and we reserve the right to charge interest on the invoice amount at a rate of [3%] above the Bank of England base rate. At this stage

the child(ren) will be unable to use our non-funded services until payment in full is received. If payment is received within seven days no further action will be taken.

- If payment is not received within seven days Windmills will immediately begin proceedings in the County Court for which we charge a £50 Administration Fee and all associated costs. These costs could include staff time, legal fees, etc.
- The attendance of a child at Windmills is an indication that parents/carers agree and understand this policy and agree to abide by the decisions of the staff and Management Committee.

Failure to comply with the terms and conditions as set out in this policy may ultimately result in the provision of a place being withdrawn.