



## **FEES AND PRICING POLICY**

### **Introduction**

This policy has been prepared to ensure that parents and prospective parents are aware of, and understand, the methods by which fees are to be paid.

To inform parents when the pricing structures are reviewed and when any increase to fees is likely to be applied.

This policy also adheres to the standards regulated by Northamptonshire County Council regarding the Government Funding for 2, 3 and 4 year olds.

### **Policy**

#### *Registration Fees*

There is a one off registration fee per child of £20 for the following: Preschool, Playgroup, Breakfast Club or Afterschool. If more than one is requested the fee remains £20. (please refer to our Admissions Policy also).

If a child is only accessing their government free entitlement hours, then a registration fee will not be charged.

Registration forms should be submitted with payment for registration fee. Registration fees can be paid by BACS, cheque or cash.

#### *Sessions Fees*

Fees will be charged termly, and invoices will be issued in the first two weeks of term, when possible, but not later than the last week in term. Payments are accepted by cheque, BACS, or childcare vouchers. Cash payments made for fees must be handed to either the Centre Manager or Business Manager and a cash receipt obtained.

For parents who have government funding, the invoice will show those sessions where funding has been claimed. Those children who attend over the 15 hours government funding per week, will only be charged for those sessions not funded. Parents who have children who access the funded sessions will be expected to complete a parental contract and this will be updated and require signature at each funding block. Dates of funding blocks will be communicated via our newsletter and on Facebook.

As a registered charity Stepping Stones is a self-funded organisation that relies on prompt payment of fees. Accounts to be settled within 14 days of the invoice date or the end of the term, whichever is earlier, and failure to make payments on time may result in places being withdrawn.

We value partnership working and if at any time a parent or carer experiences financial difficulty they must discuss with the Centre Manager who may consider alternative payment options.

In the first instance, contact for outstanding fees will be made by verbally or telephone or copy invoice will be sent in the post. If after one week failure to respond to this will result in written correspondence, either by letter or email, which will be subject to a discretionary £5 administration cost charge.

Should no response be received to any of the above, one week after written correspondence, the Committee will be informed and consideration given to whether any



legal action will be taken to recover the debt or exclusion from the setting. Confidentiality of all parties at this time will be considered.

**Absence**

No refunds are given for a child’s absence through sickness.

**Holidays**

Refund of invoiced sessions for holidays will be given subject to one month’s notice period and correct form being completed and submitted (Holiday Request Form).

**Late Collection**

Continuous late collection will incur a charge of £5 for the first 15 minutes per child, and a further £5 for every 5 minutes following.

**Review of Fees**

Fees are reviewed annually and parents will be notified within 30 days of any planned changes in writing.

**Closure**

The setting will be closed between Christmas Day and New Year’s Day, and some teacher training days. For a full list of closure dates refer to the published term dates.

**Schedule of Charges**

Sessions	Times	Prices Per Session
Breakfast Club	7.45 am to 9.00 am	£3.90
AM Playgroup or Pre-School Session	9.00 am to 12.00 pm	£11.00
PM Playgroup or Pre-School Session	12.00 pm to 3.00 pm	£11.00
Late Afternoon Session/Afterschool Club	3.00 pm to 6.00 pm	£10.00
Holiday Session Half Day Rate	7.45 am to 1.00 pm or 1.00 pm to 6.00 pm.	£15.50
Holiday Session School Day Rate	09:00 am to 3.00pm	£18.50
Holiday 3 Hour Rate	9.00 am to 12.00 pm 12.00 pm to 3.00 pm	£10.50
Holiday Session Full Date Rate	8:00 am to 6.00 pm	£25.50

**Uniform Fees (please note uniform is optional and not compulsory)**

£5.50 t-shirt    £8.50 sweatshirt