

Queen Camel Out Of School Club

Fees Policy

This fees policy forms part of the contract with the parents/carer and Queen Camel Out of School Club (Camel Club)

Background information:

Camel Club operates a service, which is fair and competitively priced. We aim to offer a high quality, safe and stimulating environment that provides a service that is good value for money. Opening times and hours for the setting are:

Monday	08:00 – 09.15 and 15:15 to 18:00
Tuesday	08:00 – 09.15 and 15:15 to 18:00
Wednesday	08:00 – 09.15 and 15:15 to 18:00
Thursday	08:00 – 09.15 and 15:15 to 18:00
Friday	08:00 – 09.15 and 15:15 to 18:00

Fees are periodically reviewed by the committee and parents/carers will be given reasonable notice in writing of any changes.

Booking, Fees and Billing:

- ~ As of 1st January 2014 fees are £0.85 per 15 minute segment that the child is in Camel Club's care until 17:00. From 17:00 to 18:00 a premium charge of £1.25 per 15 minutes is applicable . If NEF is available this can also be claimed.
- ~ Additional sessions can be booked at short or no notice for which normal fees will be payable. The availability of places at ad hoc sessions depends on the number of staff available and will be at the discretion of the Out Of School Club Manager. Where ad hoc places are limited and multiple children require them they will be allocated on a first come first served basis.
- ~ The morning session will include provision of a healthy breakfast consisting of toast and/or fruit for those that would like it.
- ~ Where your child attends an afternoon session, you may provide a suitable packed tea which staff will supervise between 17:00 and 17:30.
- ~ There will be no reduction for periods of sickness or holidays taken during pre-booked sessions.
- ~ In the case of a child's legitimate long term illness, the committee will consider the circumstances and come to an arrangement with their parents/carer regarding fees
- ~ There will be no reduction in fees if a parent/carer has more than one child attending the out of school club.

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- ~ If Camel Club is unable to open due to unforeseen circumstances i.e. severe weather, parents/carers with children that are due to attend on that occasion will not be charged.

- ~ Camel Club's decision to open may be overridden by school head teacher in exceptional circumstances, these occasion as any other unforeseen circumstance will not be charged

- ~ Fees will not include a charge for Inset days

- ~ Invoicing:
 - Fees for pre-booked sessions will be invoiced in advance each term (3 terms in every year). This enables parents to claim funding for out of school club hours used if required.
 - Ad hoc sessions for all children will be invoiced monthly in arrears.

- ~ Details of when fees are due are detailed on the invoice, failure to meet payments will result in the non-payment procedure being followed.

- ~ A parent/carer must give 4 weeks notice of any changes they wish to make to a child's regular out of school club sessions and those changes must first be discussed with and agreed by the out of school club manager.

- ~ Cheques should be made payable to Queen Camel After School Club and receipts will be given as a proof of payment.

- ~ Late collection charges will be incurred for repeated late collection (more than twice in a term) at £10 for every 15 minutes or part there of the child has not been collected.

- ~ Late payment of fees will be monitored and the arrears process invoked.

Please Note although Queen Camel Pre-School are working in partnership with Countess Gytha Primary School, all issues with out of school club fees will be dealt with by the Pre-School. Any parent approaching the school direct with issues about fees will be referred to Pre-School for the matter to be discussed and resolution found.

Early Years Entitlement Funding (EYE funding) details:

We are in receipt of EYE funding for qualifying two year olds. The criteria to qualify and an application form is available from the pre-school or on the Somerset County Council website.

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A minimum of 2 ½ hours and a maximum of 7.5 hours can be claimed in any one day. Parents can claim up to 15 hours per week over 5 days. You can use more than one provider but you can only claim the maximum entitlement of 570 hours over your child's funded period.

EYE funding entitlement – please see Somerset County Council website or speak to a member of preschool staff for current funding entitlement and policy.

To claim the EYE funding the following information is needed:

- Child's legal documentation – birth certificate, passport
- EYE funding parent declaration form - completed every term and signed by parents

Parents are required to bring their supporting documentation to the induction session. If a child's legal documentation is not produced in time to enable funding to be claimed, parents will be charged at the current hourly rate.

Any hours over and above the current EYE funding entitlement will be charged at the current hourly rate.

Arrears Monitoring

1. A set date will be given for payment on each invoice
2. Payments will be checked against invoices on due date.
3. Any parents/carers who have not paid will be contacted by phone to remind them, they will be given until the end of the week to make their payment.
4. We will then follow non payment of fees procedure (see below)

Non payment of fees procedure

1. A meeting to set up debt recovery – the meeting will be held within a week of the outstanding invoice or as soon as possible after. (Any payment plan agreed will only be for the outstanding amount only. Any new fees incurred will need to be paid on time). This meeting is noted and a confirmation letter will be sent to the parent stating the procedure both parties agreed on, including the timescale for the debt recovery
2. If the debt is not paid off as agreed, we will either:-
Reduce hours to only include EYE funding hours (if applicable) until the debt is cleared,
Consider withdrawing the child's place
A further meeting may be held to agree new terms
3. If a parent does not keep to the payment plan with the child attending only EYE funded hours, then their place will be withdrawn.
4. If a child's place is withdrawn with outstanding debts not paid, these debts will not be written off – we will send one final demand and advise the parent we are proceeding to recovery through the small claims court.

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Working Tax Credit

If you receive Working Tax Credit you may be able to get help towards the cost of childcare. For further details contact the tax credits helpline on 0845 300 3900 or visit HM revenue and Customs (HMRC) website www.hmrc.gov.uk/taxcredits

Childcare vouchers:

Please contact the preschool to discuss payment using childcare vouchers.

Cancellation/Termination of the contract:

Setting

The setting reserves the right to terminate the contract **without** notice in the event of unsuitable behaviour from parents or non payment of fees following the non payment procedure, at all other times one month's notice in writing will be given.

Parents/carers

One month written notice must be given to the setting to terminate a child's place, if written notice is not received four weeks fees will be charged, and EYE Funding or Fees for the four weeks will be claimed.

Links to other policies and legislation

- Pre-school prospectus, Admissions policy, Parental involvement policy, Non collection of children policy.
- Every Child Matters Outcome: Economic Wellbeing
- General Welfare Requirement:
- Documentation

A unique Child	Positive Relationships	Enabling environments	Learning and development
1.2 Inclusive practice	2.2 Parents as partners		

This policy was adopted by the committee of Queen Camel Preschool
Held on 21st May 2015

Signed on behalf of management committee

Kate Kirkham, Chairperson