

First Step Pre School Ltd

Registered Office
Christ the King School
Easton Hill Road Thornbury
South Glos. BS35 1AX
Tel. 01454 858580



General Welfare Requirement: Organisation

Providers must plan and organise their systems to ensure that every child receives an enjoyable and challenging learning and development experience that is tailored to meet their individual needs.

Policy and Procedure for the Payment and Collection of Fees

Policy statement

This Policy details the fees charged and procedures for payment and collection

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.2 Inclusive practice	2.1 Respecting each other	3.3 The learning environment 3.4 The wider environment	

Procedures

- Fees are payable on a termly basis and each school year consists of six terms. Parents are notified of the required fees at the start of each term using the envelope invoice system. The payment, whether cash or cheque should be returned to Pre-School in the envelope provided, as soon as possible or payment can be made via online banking to the pre-school account.. Fee payments are checked by the Administrator and entered onto the fee register. The Administrator then issues receipts.
- At First Step Pre-School Limited we are registered to receive DfES Nursery Education Grant funding. Children receive funding from the funding period following their third birthday. Funding periods run from

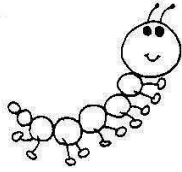


Quality Assurance Scheme

Registered In England
Registered Number 5885935
Registered Charity No. 1022996



SureStart



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1 September to 31 December, 1 January to 31 March and 1 April to 31 August. Parents are free to use their funding at any registered setting.

- Children in receipt of the Nursery Education Grant are entitled to a maximum of 12.5 hours of funded sessions per week for 38 weeks a year. The Pre-school will not open for more than 38 weeks in a school year and so children using their grant funding at the Pre-school will have the cost of all their normal sessions met by the funding. Our term dates are similar to local primary school dates and are published to parents and available on request.
- Morning sessions run from 9.15am until 11.45am at the Crossways site, 09.00 until 11.30 at the Christ the King Site and the cost of these sessions is £8.50, unless the option to use grant funding is exercised. Afternoon sessions for 2.5 year olds run from 1pm until 3pm on Mondays and Wednesdays and the fee of £6.80 per session applies. Afternoon sessions for 3 year olds run from 12.30pm until 3pm on Tuesday and Thursday afternoons. If the child is old enough to receive grant funding then the funding will meet the total cost of the session, again where that option is exercised. Where the child is not yet in receipt of grant funding a fee of £8.50 per session applies.
- Anyone in particular need may pay fees on a weekly basis with the agreement of the Site Leader or Administrator. The fees must be paid at the child's first session of each week and need to be handed to the Site Leader in an envelope. Any change will need to be dealt with by the Leader or the Administrator. Some employers offer schemes where fees can be paid through them. We are normally able to accept payment under these schemes.
- However payment is made, fees are payable regardless of whether your child is able to attend or not, i.e. holiday or illness. We also ask that 4 weeks notice is given before withdrawing your child from our sessions. If notice is not given we reserve the right to charge fees for a maximum of 4 weeks. This also applies to children in receipt of the Nursery Education Grant.
- If a child starts mid-term the fees will be calculated and adjusted accordingly by the Administrator.
- Non payment of fees will be dealt with promptly and all arrears will be paid before the next term. Reminder letters will be sent out after three weeks have passed from the fee envelopes being sent out. Persistent non payment will mean loss of place and any siblings who may wish to attend in the future will be refused a place.
- Fees will be reviewed at the Committee's discretion.
- Any complaints regarding this policy should be dealt with via the current complaints procedure.

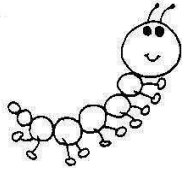


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This policy was adopted at a meeting of _____

name of setting

Held on _____

(date)

Date to be reviewed _____

(date)

Signed on behalf of the management
committee _____

Name of signatory _____

Role of signatory (e.g. chair/owner) _____



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