

**Under Fives Roundabout  
Payment Policy and  
Procedures  
Policy No: 4.2**

**Last reviewed: May 2010**  
**To be reviewed by: May 2011**

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<b>A Unique Child</b>	<b>Positive Relationships</b>	<b>Enabling Environments</b>	<b>Learning and Development</b>

**Policy and Procedure for the Payment and Collection of Fees in Pre-school**

## Nursery Education Grant funding

- At Roundabout we are registered to receive Nursery Education Grant funding (hereafter called NEF) which children are eligible to receive from the term following their third birthday.

<b>Your child's 3<sup>rd</sup> birthday</b>	<b>When your child will receive NEF funding</b>
1 September – 31 December	Spring term (starts January)
1 January – 31 March	Summer term (starts April)
1 April – 31 August	Autumn term (starts September)

- A child whose birthday is in September and who starts at 2 years 9 months will pay fees for one term and will then be funded for 5 terms.
- Children at Roundabout are entitled to a maximum of 15 hours of funded sessions per week for 38 weeks a year. Parents can use this funding at any registered setting or with registered childminders, and can use their 15 hour entitlement in a combination of settings or childcare arrangements.
- Roundabout currently opens for no more than 38 weeks in a school year .
- Our term dates are similar to but not the same as local primary school dates and are published to parents and available on request.
- Repeated regular non-attendance on days funded by NEF without written reason may mean that the council asks you to repay the funding received on your child's behalf. Please let your keyworker know if your child is going to be absent or write an email/note to say why this missed a session.

### **Procedure for applying for NEF:**

The administrator will issue a funding claim form to the parent/carer. This must be filled in and brought back with proof of your child's date of birth by the deadline explained by the administrator. You will need to declare any NEF sessions being claimed elsewhere (eg. at a day nursery, or other pre-school). If you do not sign the form by the deadline, you will not be able to claim NEF for the term. Once your form has been submitted, you will be unable to change your claim for hours for that term.

### **Fees for Pre-school**

1. Pre-school opens from 8.40 am until 3.10 pm. Non-funded hours are charged at £4.50 per hour. Fees are payable when your child is too young to claim NEF, you choose not to claim funding, your funding is used at another setting, or if you are paying for hours in addition to your 15 hours either on a regular or occasional basis.

2. Please note that children starting at 2 years 9 months are not eligible for NEF for at least one term (please see above). If there is availability, children over three may be able to extend their day by booking extra hours with the older children.in. Children in their preschool year take priority.
3. Fees are reviewed each year and would normally rise in September, but the Committee of Management reserves the right to change fees at any time of the year with a month's written notice.
4. Fees are payable in advance on a half-termly basis and each school year consists of six half-terms. Parents can choose to pay for the whole term if they so prefer. We reserve the right to change the timings of payments (for example on to a monthly basis) with one month's written notice.
5. Parents are notified of the required fees at the end of the previous term where possible or at the latest by the start of each term either by email or by post.
6. The payment, preferably by cheque made out to Under Fives Roundabout, should be returned to the administrator or group leader with the tear off payment slip, as soon as possible and certainly by the first day of each half-term.
7. Cash payments should be handed in person to the administrator or the group leader. The administrator or group leader will open and check the contents in the presence either of the payer or another member of staff.
8. Parents can also pay by BACS. Please ask for details. The parents must use their child's name as a reference and send an email to our treasurer at [treasurer@underfivesroundabout.org.uk](mailto:treasurer@underfivesroundabout.org.uk) to confirm payment.
9. Fee payments are checked by the Administrator and entered onto the fee register. If requested, the Administrator will issue a receipt.
10. If the child is old enough to receive grant funding then the funding will meet the total cost of 15 hours, where that option is exercised.
11. Anyone in particular need or with difficulty in paying must speak to the administrator before the start of term. It may be possible to agree a payment plan.
12. If a cheque bounces from your account, you will be liable for any charges incurred and these will be added to your invoice.
13. If payment has not been made and a payment plan not been initiated by the end of the first week of the payment period, Roundabout will ask the family to withdraw their child from the sessions, the child's place will be suspended, and Roundabout may offer the place to a child on the waiting list. The family remain liable to pay for all the sessions that the child has attended up until that point.

14. If your child is in receipt of NEF hours and you have chosen to book extra hours but have reneged on the payment of these, the child's hours will be reduced to the free entitlement and you will not be allowed to book additional hours until the debt has been cleared. Once the debt has been cleared, you must pay for any additional hours in advance.
15. Some employers offer Childcare Voucher schemes where fees can be paid through them. We are normally able to accept payment under these schemes. Please talk to the administrator.
16. Fees are payable regardless of whether your child is able to attend the booked sessions or not and refunds are not given.
17. Currently we do not charge fee-paying families for our 5 staff training days and any Bank Holidays. If the family takes a combination of funded and fee-paid hours at Roundabout, then we will use the claim on the NEF form to determine which hours are claimed under NEF and which are paid as extra.
18. Please note that twins and multiple siblings are charged the full price of their preschool sessions. There are no sibling discounts.
19. Please see the end of the policy for notice periods.
20. If a child starts mid-term the fees will be calculated and adjusted accordingly by the Administrator.
21. If fees are not paid, Roundabout reserves the right to apply to the Courts for recompense and will charge all fees incurred to the family.

### **Lunch Club**

- **Preschool** lunch club runs from 1140 to 1210 and follows a morning session or precedes an afternoon session and must be booked in advance. You need to provide a packed lunch for your child.
- The time at Lunch Club can be included in your 15 hours NEF entitlement if this has been agreed in time to meet the funding deadline. Otherwise, the charge for lunch club is £2.25 (based on £4.50 per hour).
- If there is space, we may be able to accommodate a child on an occasional basis. Please speak to your group leader in advance. The fee for a 'one-off' will be £2.25.

### **Toddler Group Fees**

1. As of September 2010, the fee for toddler group is £3.50 a session, payable at the beginning of the half-term. Siblings over one year old are £1.20 each. Siblings under one year old are free until the half-term after their first birthday. Children brought by childminders are counted as separate admissions and are charged the full fee per child.
2. There is a maximum of 24 families registered for each daily session, after which we will operate a waiting list. Please let the leader know if you are not returning to Toddler Group so that your child's place can be offered to another family.
3. A place can be reserved for the following term by paying the half-termly fee in advance, preferably by cheque made out to Under Fives Roundabout or by BACS using your child's name as reference.
4. If payment has not been received by the second week of term, then your child's space may be given to another on the waiting list.
5. If you have particular difficulty in paying the half-termly fees, please talk to the leader on the first day of term.
6. Fees are not reimbursed or reduced for occasional absence, short-term illness or holidays.
7. Babies are welcome on any day.. A family attending with a baby and no older sibling will be charged £1.50 on a pay-as-you-go basis. From the half-term after your baby has had his or her first birthday, toddler group fees will be charged.

### **Refunds for Pre-school and Toddlers**

1. Refunds or credits will not be given except in cases of long-term illness for which we will usually receive a doctor's note or other such evidence. We will not offer refunds, credits or reductions for occasional absence, short-term sickness or holidays or mid-term reductions in hours
2. We will do everything possible to open all of our groups on all of our scheduled days, without compromising the safety and security of the children. If we are forced to close due to reasons out of our control (for example, terrorism, vandalism, fire, storm damage, floods, pandemics, snow), no refunds will be paid.

### **Notice Periods**

22. For fee-paying Preschool families, six weeks' written notice must be given before withdrawing your child from our sessions. If notice is not given we will charge fees for 6 weeks.
23. For children in receipt of Nursery Education Funding, you will be required to pay the fees for this time at your child's new placement and you may lose funding for the rest of the term.

24. For toddlers, there is no notice period and no refund of fees. It is helpful if families inform the leader that they will be moving on elsewhere in the new term so that we can operate an efficient waiting list.

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