



**Lympsham**  
C of E Academy

A Christian Community with Children at its Heart

# **Fees and Debt Management Policy**



<b>Date Agreed</b>	September 2025
<b>Review Date</b>	September 2026

## Policy Aims

This policy aims to form part of the contract between the parent/carer and Lympsham Pre-School including for wraparound care provision and Holiday Club. For the purposes of this document the name Lympsham Pre-School will refer to all services offered at the setting unless there is a specific difference, in which case the individual service will be named.

Lympsham Pre-School 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 7.45am – 5.30pm Monday to Friday in term time and 8.30-4.30 for Holiday Club.

## Fees

Fees are calculated on an hourly rate. The level of fees will be set by the Wessex Learning Trust and approved by the Executive Head Teacher and will be reviewed annually. Parents will be given one month's notice in writing of changes to fees or to changes to our fees policy. Return slips on the letter will allow us to monitor that all parents have received and accepted the new terms.

The current fees are set at:

- £6.60 per hour for all term time sessions including Preschool and all wraparound care sessions.

Holiday Club is charged at a sessional rate of:

- £24 for 9am-3pm
- £32 for 8.30am-4.30pm

With optional snacks charged at 50p each.

## Additional Charges

The Pre-School reserves the right to charge for additional 'Enrichment' activities which are not part of the routine day such as sports coaching and school trips. Parents will be informed prior to these events in writing and consent will be sought for their child to participate. Children attending Afterschool Club after a club at school will be charged for the full session. A charge of £1.10 per child is made for a light snack in the Afterschool Club, if a parent does not wish their child to have this then a healthy snack must be provided from home and the parents must notify the Pre-School of this. Hot lunches are provided by Lavender Kitchen for £2.65 per day.

Parents must provide supplies of nappies, wet wipes and nappy sacks for their child. If families fail to provide these and preschool have to provide supplies these will be charged at 50p per nappy change.

## Invoices

Fees are invoiced monthly in arrears and are to be paid within 14 days of receipt of invoice. Payment must be made even if sessions are missed. Any additional sessions will be invoiced the following month if the cut-off date for the current months invoice is past. The pre-school administrator/staff will give a receipt upon receiving payments if requested. Invoices will be put into children's reading folders when they are issued. All payments and fees, including Early Years Funding will be itemised on the monthly invoice. The funding claimed will be shown as hours per day. A session not attended due to illness, holiday, appointments etc. cannot be exchanged for a session on another day or refunded and will be charged in full. If a child is absent due to long-term illness parents will be asked to sign an adjustment form to reduce the funding hours claimed for. If sessions are paid for, then a reduction in fees will be considered by the Head teacher and Pre-school administrator. The Pre-school will not charge for emergency closure days (e.g. snow days).

## Payment Methods

The Pre-School accepts a range of payment methods as listed:

- BACS
- Childcare Vouchers
- Tax-Free Childcare scheme payments
- MCAS

These payment methods will be reviewed as required.

## Debt Management

If fees are not paid on time (14 days after receipt) a £5 late payment charge will be made and the parent/carer will be sent a letter requesting payment within 7 days.

If fees have still not been paid 30 days after receipt of invoice without any explanation, the Finance Administrator will contact the parents by phone and will send a copy of the invoice to the parents. If after 7 days the payment has still not been received the parent will be sent a formal warning letter and the school governors will be notified. The formal warning letter to the parent/carer will explain that continued late payment may result in their child's place at the setting being forfeited and the debt being passed to a debt collection agency. Repayment plans can be initiated with the agreement of the Head teacher or Pre-school Supervisor if a parent is having difficulties paying an invoice in full. This can be managed by the Finance Administrator and the parent will be asked to sign an agreement to the payment plan. Defaulting on a repayment plan will be treated the same as defaulting on an invoice.

Parents/carers are strongly advised at their earliest convenience to contact the administrator if they have a query about their invoice, or if, for any reason, they are likely to have difficulty in making payment on time, to avoid jeopardising their child's place at the setting.

The pre-school reserves the right to refuse access to pre-school sessions, other than those hours funded by Early Years Funding, until the debt has been paid in full.

## Early Years Funding Entitlement

Parents may claim up to 15 hours of Universal Early Years Funding (UEYF) per week for children aged 3-4 or up to 30 hours of funding with the 'Working Families' funding. Eligible 2 year olds can claim up to 15 hours of funding per week with 'Early Learning' 2 year old funding or up to 30 hours per week through the 'Working Families' funding. Parents claiming the 'Early Learning' 2 year funding must have provided the Pre-School with a copy of the letter confirming their eligibility. For all parents claiming the 'Working Families' funding for 2, 3 and 4 year olds, it is the parents responsibility to apply for the funding code, to revalidate eligibility and provide required consent and evidence to preschool.

Parents must provide the relevant information and documentation required to process the funding claim, if a funding claim, for either universal, 'Early Learning' or 'Working Families' funding, is unsuccessful due to parental omission of information or documentation then the Pre-School will charge for the hours attended. Additional hours beyond any funding claim will be charged at the standard hourly rates.

Early years funding will not be claimed against non-pupil days, but the Pre-school reserve the right to claim funding for days when the setting is closed at short notice, i.e. due to adverse weather. Funding will also be claimed if a child is absent for sickness or holidays.

Funding can be 'stretched' to include the use of hours in the Holiday Club. Parents must declare their intention to 'stretch' their entitlement at the start of each term before any claim is submitted.

If a child is withdrawn from the setting part way through the funding period and the required notice is not given, the setting will retain the equivalent of 4 weeks funding to cover the 'notice period' following the last day of attendance.

## Early Years Pupil Premium

Families on low incomes may be eligible for Early Years Pupil Premium (EYPP). Parents can apply for this online with Somerset Council. EYPP Application forms will always be available in the reception area of the Pre-School and parents will be made aware of this additional funding through newsletters and one-to-one staff contact. The funding received will be used on a case-by-case basis to support the child's learning.

## Cancellation Of Childs Place

A period of four weeks' notice for cancellation and reduction of sessions is required in writing by the parent/carer to terminate a child's place at the setting. All sessions booked during the four week notice period must be paid for prior to the termination date and within the 14 days terms from receipt of invoice.

Terminations, reductions and changes made to sessions verbally will not be accepted – they must be in writing.

## **Holiday Club Cancellation**

Fees will be charged for cancellation of a session during Holiday Club unless 7 days' notice is given. For cancellations with less than 7 days' notice; if there is a waiting list for that day and the child's place is subsequently taken by another child then a refund may be given at the staff's discretion. Parents will be notified of the decision at the end of the Holiday Club period.

## **Late collection Fee**

Where a parent/carer is late collecting their child the additional time will be charged at the standard hourly rate. If the late collection time is after the close of the standard opening hours of the Pre-school (5.30pm term time and 4.30pm in Holiday Club) then there will be a charge of £5 for each 15 minutes. If a child remains uncollected for longer than 30 minutes after the setting has closed and contact with the parents/guardians has not been possible Social Services will be contacted and the uncollected child and safeguarding policies implemented.

## **Further information**

Parents and Guardians can access further information on early years funding and tax free childcare at:

- [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)
- [www.gov.uk/help-with-childcare-costs](http://www.gov.uk/help-with-childcare-costs)
- <http://www.somerset.gov.uk/childrens-services/early-years-for-families/early-years-entitlement-information-for-families>