



FEES & ARREARS POLICY

SMARTIES PRE SCHOOL & OUT OF SCHOOL CLUB

POLICY STATEMENT

Smarties Pre-school & Out of School Club ('Smarties') is a registered charity. It is a non-profit making organisation. We are committed to childcare with the aim to keep fees affordable & competitive. As a charity we rely upon prompt payment of fees to operate effectively and ensure overheads are met. Smarties is a registered childcare provider in receipt of early years education funding for eligible 2, 3 and 4 year olds.

For additional hours and Out of School hours fees are payable to Smarties. Failure to pay fees could jeopardise a child's place. This policy is intended to minimise arrears to Smarties and facilitate the recovery of outstanding fees payments, whilst respecting true cases of financial hardship.

Smarties Policy Fee Collection

- By accepting a place at Smarties and the child's attendance it is automatically agreed, this policy will be abided by.
- Non funded Preschool fees will be invoiced monthly.
- Fees for additional sessions attended for both the Preschool and Out of School Club will be charged monthly in arrears & detailed on the invoice.
- Out of School club permanent booked session fees will be billed monthly.
- Holiday fees are due in advance of the start of the holiday club, the due date will be stipulated on your invoice.
- All Smarties invoices will be via email unless a paper copy is requested.
- Payment is accepted in Childcare Vouchers, BACS, Direct Bank Transfer
- It is the responsibility of the family to inform Smarties of any change in circumstances which may affect fees.
- Fees are payable for all sessions booked, including those missed due to illness, holiday, school trips or other reason.
- Where a pre-school aged child qualifies for Government Funding Scheme, the Local Education Authority will fund 15 hours of nursery education for 38 weeks per year. Funding is available for all children from the term following the child's 3rd birthday, a funding form will be provided & will need to be completed by the family.
- As per the contract of registration, we request 4 weeks' notice to leave Smarties, if notice is not given we reserve the right to charge for this period.

Late fee payment

- If a family has used Smarties pre-school and/or Out-of-School club services without payment, payment has been dishonoured or unacceptably delayed the following procedure will be followed:
- When the payment is late a written reminder will be issued requesting payment within 5 working days. Late payments incur a £20 charge.
- Following this a further written reminder will be issued after 14 working days, requesting immediate payment and or a meeting to discuss the child's place at Smarties.



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Fees

Fees are reviewed annually and parents/carers are given 4 weeks notice of any changes. Our current fees are;

Pre-school (2-4 year olds) - £5.00 per hour.

Breakfast club (3-4 year olds) - £5.00 per session.

After school club (3-11 year olds):

3pm - 4pm - £7 (no meal)

3pm - 5pm - £11 (with meal)

3pm - 6pm - £13.50 (with meal)

Holiday club (3-11 year olds):

9am - 1.30pm - £18 (with meal)

9am - 3pm - £20 (with meal)

9am - 6pm - £30 (with meal)

*Sibling discount for holiday club is 10%

Late pick up charge

Smarties Pre School & Out of School Club reserve the right to charge parents/carers a late pick up charge. If you feel you are going to be late collecting your child please ensure you call either the Pre School Manager or After School Manager depending on which session it relates towards.

Late pick up charge: £5 per 15mins, per child.

This policy was adopted on:

Date to be reviewed:

Name of signatory:

Role of signatory:

Signed:

15/11/2022

15/11/2025

Victoria Hutter

Chairman of the Committee

15/11/2022