



# Payment and collection of fees

This policy was adopted at SKIPS held on 13<sup>th</sup> July 2020

**Signed on behalf of the setting:**

**Name of signatory:** Jodie Mabbutt, Manager

**Signed on behalf of the committee:**

**Name of signatory:**



**SKIPS, c/o West Kidlington Primary School, Oxford Road, Kidlington, Oxford, OX5 1EA.**

**Telephone No: 07704 525312**

**Ofsted No: EY294341**

**WWW.SKIPSPRESCHOOL.ORG**

**Registered Charity No: 1032166**

## Policies and Procedures:

### Policy Statement

This policy details the fees charged and the procedures for payment and collection.

### Procedures

- SKIPS Pre-school is a non-profit making organization and all monies received either by fees or fundraising go towards the excellent care and welfare of our children. We pride ourselves on the high standards and need a fair fee paying system in order to maintain these.
- Fees are payable on a termly basis, each school year consists of six terms. Parents are notified at the start of each term with an invoice. The preferred method of payment is on-line using the information detailed on the invoice. Alternatively the correct amount of cash or a cheque (made payable to SKIPS) can be brought into SKIPS together with the filled in slip contained in an envelope with the child's name on it. This must be handed to a member of staff. Fee payments are checked by our Treasurer and entered into the fee register.
- Childcare vouchers and the Government tax-free childcare vouchers are accepted at SKIPS.
- We are registered to receive the Nursery Education Funding and 2 Year Old Funding. Children receive funding from the funding period **following** their third birthday. Funding periods run from 1 September to 31 December, 1 January to 31 March, 1 April to 31 August. Parents are free to use their funding at any registered setting. Enrolment forms for funding are issued 3 times a year. Failure to return these or provide the supporting material may result in a loss of funding.
- Children in receipt of the Nursery Education Funding and 2 Year Old Funding are entitled to a maximum of 15 hours (or 30 hours if eligible) of funded sessions per week for 38 weeks of the year. SKIPS will not open for more than 38 weeks in the academic year so children using their grant funding at SKIPS will have the cost of these sessions met by the funding. If you choose to add further sessions these will be payable at the advertised rate. Our term dates are that of West Kidlington School and are available on request.
- As of September 2017 SKIPS will allow parents to claim up to 30 hours of funding if they are eligible, under the Governments criteria. Parents will need to apply and update HMRC of their eligibility. The parent will need to supply us with the 11 digit code given to them by HMRC and their national insurance number, in order for SKIPS to claim the funding.
- If a child is eligibly for the 30 hours funding then this can be split with West Kidlington Nursery.

## Policies and Procedures:

- The 30 hours funding can be used on any session at SKIPS, but we will prioritise 3 hour sessions, then lunch clubs and then breakfast clubs and tea time clubs. Up to 10 hours can be used in a day.
- Our sessions times and fees are as follows:  
Breakfast Club: 7:30 am – 8:45 (£5.00)  
  
Morning session: 8:45-11:45 (£10.50)  
  
Lunch Club: 11:45- 12:30 (£3.00)  
  
Afternoon session: 12:30- 3:30 (£10.50)  
  
Tea Time Club: 3:30 – 6:00pm (£10.00)
- We charge extra for services we provide which are not covered by the Nursery Education Grant.
- SKIPS follows the guidance of Oxfordshire County Council as laid out in their funding agreement.
- Fees are due within the first two weeks of a term. If you do not pay during the first two weeks we will remind you via a letter or we will contact you via text, phone or email.
- However payment is made, fees are payable regardless of whether your child is able to attend or not, i.e. holiday or illness. If we close due to adverse weather conditions it is usually because West Kidlington have chosen to close the site and therefore payment will still be required for any such unforeseeable closures.
- In the case of absence lasting longer than 5 days due to holiday or sickness, we ask that you put this in writing for the attention of the manager.
- 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 in the receipt of the Nursery Education Grant.
- If the child misses continuous sessions due to long term illness the parent will have to contact the committee to discuss a reduction in fees. This will be assessed and the committee will make a decision based on the individual case.
- If a child starts mid-term the fees will be calculated and adjusted accordingly by the Treasurer.
- 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. Persistent non payment will mean a loss of place and any siblings who may wish to attend in the future will be refused a place.
- In order to deal with consistent late/non-payment SKIPS committee will ask for parents to pay for a term in advance to secure the child's place for that term. They

## **Policies and Procedures:**

will then need to make the following terms payment before the end of the current term.

- If after all possible strategies have been put into place to resolve non-payment the parent will be asked to remove the child from SKIPS and possible debt collection action will be taken.
- If you have difficulties in paying this bill please speak to a Committee member by contacting the Treasurer via the contact details on the invoice.
- Fees will be reviewed at the committee's discretion.
- With regard to the late collection of the child SKIPS reserve the right to charge a late collection fee. The fee will be a proportion of the staff salary for the time they were late.