



FEES, CHARGING and NON-PAYMENT

Policy Statement

At Rainbow's End Preschool we aim to make our preschool as accessible to as many families in the community as possible. We therefore aim to make our fees as competitive as possible. As a non-profit making charity we rely on prompt fee payments to be able to meet our running costs and provide equipment and resources for the children who attend. This policy adheres to the standards applied by Surrey County Council regarding government funding for 2,3 and 4-year-olds. Therefore, the following policy will apply:

Fees – From April 2024

Hourly rate: £7.50 for 3 and 4- year-old
£7.85 for 2-year-old

Morning session:	3.25 hours, set fee of £4.30 plus 3 hours
Morning session plus lunch:	4.25 hours, set fee of £4.30 plus 4 hours
Full day session:	5.50 hours, set fee of £6.50 plus 5 hours
Early Drop:	0.25 hours, set fee of £3.50

There will be a £75.00 fee for formally registering a child who starts prior to receiving eligible government funding. This fee covers all registration paperwork, a home visit and the initial settling in session. It is non-refundable.

Payment Procedure

All parents/carers will receive an invoice at the beginning of each term or within a week of a child starting if they join mid-term. Fees can be paid in full within 30 days or commencement of a payment plan if authorised by the chair and manager at the beginning of the term. A weekly 3% late payment fee will commence after 30 days if no fees have been received.

If after three requests the outstanding balance has not been paid, we will inform the parent/carer that their child will no longer be able to attend their session until full payment has been received. The child's place will not be held longer than one week and will then be offered to a child on the waiting list.

All unpaid fees will be pursued via the court system. Rainbow's End Preschool reserves the right to withdraw any agreed payment plan if payment has not been made. If payments are not made then the full amount outstanding will be due within seven days of an overdue account letter. If payment is not received within seven days of the overdue account letter then a final warning letter will be issued, if payment still remains outstanding following this letter then court proceedings shall begin. Court proceedings will incur charges to the parent/carer.

Payment of fees is via our preferred method of BACS for the full payment (whether termly, monthly or weekly) part payment of a prearranged amount is not accepted. We also accept Childcare Vouchers. We do not accept cash unless approved by committee prior to the commencement of the term.

Once a child has started attending sessions at Rainbow's End Preschool fees are payable for all sessions regardless of attendance.

If an extra session is required for your child (space permitting) an invoice will be issued and must be paid in full prior to the additional session.

Late Collection

If a parent/carer is consistently late picking up their child, they will incur a late payment fee of £5 for each additional 15 minutes after 2:45pm. (N.B. If no communication with a parent or emergency contact has been made within 30 minutes C-SPA will be contacted.)

Notice Period

A term's notice is required if a child is to leave Rainbow's End Preschool. This fee may be waived if we are able to fill the child's place with a child in the same cohort on the waiting list.

If a term's notice is not received, then a term's fee will be invoiced in lieu of notice.

Funding

We are registered to provide the free and Universal Extended hours entitlement to Early Learning and Childcare and will meet our statutory obligations in this respect. To parents/carers who receive government funding we require documents to prove your child's date of birth. This can be either their birth certificate or red book.

Confirmation of a child's weekly hours will be obtained prior to the commencement of each term and invoices will be prepared accordingly.

Voluntary snack and consumables

A daily fee of £1 will be charged for a healthy snack – which will include fruit, carbohydrates and a protein – and cover any additional items your child may use in session or will bring home. This includes tissues, craft items, cooking ingredients and stationery items.

Lunches

Lunches cost £2.50 per day. A child in receipt of Early Years Pupil Premium (EYPP) or FEET will not be required to pay for meals.

Uniform

Uniform can be purchased new from our Administrator or pre-loved uniform is available for a small donation.

Forest School

At Rainbow's End there is no additional charge for Forest School sessions. A laundry fee of £5 will be charged each term for the washing and re-waterproofing of the Forest School All-Weather Suits.

Payment Plan

We understand that some parents/carers may face genuine hardship when faced with paying fees. We ask that in these circumstances you talk to our manager or Chairperson in confidence immediately, as it may be possible to arrange a flexible payment plan.

Sibling discount

Sibling discounts are available to parents when they have more than one child attending the school at the same time.

A discount of 15% will be applied to the eldest sibling's hourly fees for all sessions attended by both children. This discount does not apply to meals, snacks and other incidentals. For the purposes of this policy, two or more children are siblings if they have at least one natural or legally adoptive parent in common

Policy Review

As part of Rainbows End Pre-School monitoring of child protection and safeguarding this policy will be subject to periodic review.

Policy adopted by: Rainbow's End Pre-School
Date: 01.04.2024
Policy Review Date: 31.12.2024 (or sooner if required)