

Willoughby Way, Winklebury, Basingstoke, Hampshire, RG23 8AF

Ofsted URN: *Awaiting New Number*

Charity Number: 1162991

Fees Policy

Including Late Collections

Policy Statement

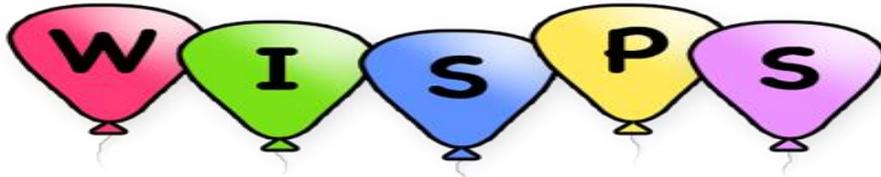
W.I.S.P.S are able to take children into our care under insurance cover and registration of Ofsted between the hours of 8.30am – 3.30pm, we shall remain flexible and meet parents/carers needs as best as possible. Children cannot be taken into the pre-school before or after these hours. W.I.S.P.S fees are competitive and charged hourly.

EYFS Key Themes and Commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
Inclusive practice	Respecting each other Parents as partners		

Procedures

- W.I.S.P.S charges parents/carers for their child's session one month in lieu, **charges are still applicable should parents/carers wish to take their child on a family holiday or if the child is unwell.** (Please refer to our admission and attendance policy for procedures)
- Invoices are sent via email or if no email address is supplied to the home of parents/carers at the start of each month and payment is expected to have cleared by the end of each month.
- Payment can be made in the form of cash or BAC. **NB: Cheques will no longer be accepted as payment, any cheques given as payment will incur a charge of £2.50.** Bacs payments must reference the child's name.
- Cash payments must be placed in an envelope labelled with the child's name, dated and posted into the pre-school post box outside of the office.
- Returned cheques incur a charge from our bank of **£2.50**; this charge shall be passed on to the payee and stated on their individual invoice.
- Reminders and late payment requests are sent from our automated email service.
- A late payment charge of **£10.00** shall be added automatically for payments not cleared within 7 days of the date stated on the invoice; with an added charge of **£15.00** should the payment remain outstanding for 14 days.
- Outstanding fees will be dealt with via our Finance Officer who shall request payment within 7 days. Should outstanding payments remain after 14 days; sessions will be suspended immediately until the debt is cleared. Persistent non payment could result in a child's time at W.I.S.P.S being terminated before the next funding allocation



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begins and will lead to legal action being sought, to seek payment. **N.B Should parents/carers experience trouble with meeting payments they should seek advice immediately with the setting management.**

- If children are left at the pre-school passed their stated finishing time there will be a charge of: **£5.00** for each **15** minutes that the child remains on the premises.
- If for any reason a parent/carer is going to be late collecting their child they must inform the setting management in the first instance on: **01256 359215**. This will allow W.I.S.P.S to inform parents/carers if there would be an insurance problem with the situation and to arrange alternative care. W.I.S.P.S will endeavour to accommodate parents/carers where possible.
- Should lateness take the child past the pre-school opening times W.I.S.P.S Uncollected Child Policy will stand and the procedures of that policy followed.