

**HAGLEY PRIMARY SCHOOL
KINDERGARTEN**

Payment Policy and Procedure

This policy applies to the payment by parents/carers of fees (including fees for 3pm- 5.30pm sessions), school lunch, consumables and other chargeable activities as they occur.

Fees

- Fees where applicable will be invoiced each term. Invoices must be paid by the due date, including sessions when a child does not attend (for example because of illness or holidays).
- Late payments incur a 10% late payment fee. If invoices are not paid in full by the due date, Kindergarten reserve the right to withdraw a child's place with immediate effect.
- In the event of long term sickness each case will be reviewed individually initially by the Kindergarten manager and then by HPS Care Limited directors
- In the event Kindergarten is closed due to snow or any other natural event, half fees will be payable for the days impacted
- There will be no fees payable for bank holidays which fall in term time or TED days (staff training)
- Once confirmed each place will be subject to the following cancellations charges should a parent/parents change their mind.
 - o Cancellation of an entire place, a fee of £75.00 will be payable
 - o Cancellation of sessions:
 - Where it is possible for us to reallocate the session/s an administration fee of £50 will be payable
 - Where cancelled session/s remain vacant, 4 weeks fees for the hours cancelled will be payable at the current Kindergarten hourly rate (or in the case of 3pm- 5.30pm sessions, the set rate for those sessions)
- Should a child leave Kindergarten for any reason other than transfer to primary school then a minimum of four weeks' notice is required or alternatively one month's fees in lieu.

Nursery Education Funding

- Kindergarten is registered to accept Nursery Education funding which entitles all 3 and 4 year olds to 15 hours per week for 38 weeks of the year free of charge. Eligible 3 and 4 year olds are entitled to an additional 15 hours of funding.
- All funding can be shared with other registered providers subject to their terms at the time of attendance.
- Kindergarten accepts funding per week in multiples of 15 minutes, i.e. 1 hour, 1.25, 1.5 or 1.75.
- Hours attended in excess of these hours will be charged at our current hourly rate.
- We do not accept Nursery Education Funding for any additional sessions running between 3pm and 5.30pm; these sessions will be charged at our Additional Hours rate.

School lunch

- If parents/carers would like their child to receive a school lunch, payments are made each term and are provided by the school catering contractor. Alternatively, children can bring in a packed lunch from home.
- Should payment for lunch not be received it will be necessary for parent/s to provide a packed lunch from home

Consumables

- A voluntary charge is made each year to cover the cost of consumables such as art/craft and other similar resources which are used to enrich the curriculum we offer. This charge is reviewed each year.

Activities

- Various extra activities are run throughout the year. These are chargeable and participation is optional. Information on these will be provided by the Kindergarten Manager.
- Payment of all monies for these activities will be due either by the date specified on the invoice or by arrangement with the Kindergarten Manager; we can accept payment in instalments. Again, late payments incur a 10% late payment fee.

Payment Method

- We accept payment by bank transfer or childcare vouchers. Please note we no longer accept cash.
- Where parents/carers are experiencing financial difficulties or are not able to pay invoices for any other reason by the due date they should speak in confidence to the Kindergarten Manager at the earliest opportunity.

Policy adoption and approval	
Kindergarten Manager (C. Fereday)	08/07/2022
Approved by HPS Care Management Team and Directors	08/07/2022
Review Date	01/06/2023