



Charging and Remission Policy

Our Policy Statement

The East Street Early Years provides accessible childcare at an affordable rate to children who mainly live in our local community. Our charges are set at a level to support the provision of a high quality service.

Childcare fees

How to pay

All fees must be paid regularly, in advance, daily, weekly or monthly. You can pay your fees in following ways:

- In cash or cheque – to be given to the office staff.
- Online (Bank details are stated on the invoice or can be obtained from the Early Years office)
- Employer childcare voucher schemes
- Childcare Tax credits

How your childcare fees are set

- The fees charged cover the costs of caring for your child whilst s/he is at the East Street Early Years.
- The fees cover such things as snacks and play equipment.
- The East Street Early Years is a Charitable Organisation and any surpluses made will be re-invested back into the Early Years.

Changes to your childcare fees:

We reserve the right to review fees on a regular basis. A minimum of one month's written notice of any changes to your childcare fees will be given if such an occasion should arise.

Voluntary Contributions:

We may from time to time ask for voluntary contributions from parents/carers that will benefit the setting or any setting activity.

We will inform parent/carers:

- If planned activities depend on voluntary contributions for part or all of the cost;
- That there is no obligation on them to make voluntary contributions;
- That an educational visit or activity will be cancelled if sufficient costs are not raised via voluntary contributions;
- That no child will be excluded from an educational visit or activity if a parent/carer is unwilling or unable to pay;

Activities for which charges may be made:

- Non-residential activities which take place outside the setting hours but only if the majority of the time spent on that activity takes place outside hours (time spent on travel counts in this calculation if the travel itself occurs during setting hours).
- Trips which are not part of the Early Years curriculum or are outside the Early Years day i.e. theme parks and zoos.
- Play schemes
- Extra sessions, breakfast, lunch, and tea –These sessions are over and above the 15 hour free entitlement and therefore carry a cost. In the event of non-payment of these fees the setting reserves the right to stop extra sessions, breakfast, lunch or tea sessions and will require full payment before sessions can resume.

Remissions

If you are having money problems:

If you are unable to pay your childcare fees, you must contact the Early Years Manager as soon as possible. We will do what we can to help you. For example, we can arrange for you to pay any arrears in manageable instalments. We can also put you in contact with agencies that advise on benefits or give financial advice.

Organisations who can give you free financial advice include:

Citizens Advice Bureau

26 Cornhill

Banbury

OX16 5NG

Advice Line: 03444111444

National Debtline

www.nationaldebtline.co.uk

Tel: 0808 808 4000

Working Tax Credit

www.inlandrevenue.gov.uk/taxcredits

Helpline tel: 0808444740101

Childcare Fees - Arrears

If childcare fees are not paid

- The Early Years Manager will write to the parent/carer regarding payment of fees and offer the opportunity to a meeting to discuss the likely problem and agree a date by which the debt is to be cleared.
- The Early Years Manager checks each week that the payments are being paid until the debt is cleared alongside our independent Financial Consultant. The parent/carer is then contacted and thanked for keeping to their agreement.
- If payments continue to be missed, the Early Years Manager contacts the parent/carer, renegotiates, and issues a letter giving notice of withdrawal of any parent funded sessions.
- If parents/carers are still behind with childcare fees at the end of the written notice period, the parent funded sessions will be withdrawn. At this point the debt will then be referred to a debt collection agency that East Street Early Years uses, they will then take any appropriate action to recoup any fees

from the bill payer. Any fees incurred by the Early Years from this action will be added to the debt and payable by the bill payer.

Please also refer to the Agreed Contract with Parents that all families sign when a place is allocated to their child.

Adopted by the GFA Committee on		January 8 th 2020	
Signed by the Chair of the GFA Committee			
Last reviewed:	January 2020	Date of next review	July 2021