**11. Fees**

It is our intention to make our setting accessible to children and families from all sections of the local community in line with our Equal Opportunities policy.

* All children are entitled to a maximum of 15 hours of childcare funded by the  
  government, at no cost to parents, starting from the term after their third birthday. Where a child attends more than one setting, the 15 hours may be divided between the settings.
* Any hours the child attends at pre-school in addition to those hours they have claimed will be charged to the parents at the current rate charged by the pre-school.
* Any child who is not yet entitled to funding from the government will have to pay for all hours attended at the rate currently charged by the pre-school.
* It is the intention of Stepping Stones pre-school to provide affordable childcare places at a rate not higher than the amount claimed from the government, however we reserve the right to increase charges as required to cover the cost of running the setting.

**Procedures**

* All invoices will be provided to the parent at the beginning of each half term for the whole of that half term
* Flexible payment options are available to help parents spread the cost of the invoice so they may pay weekly if preferred.
* It is important that all fees are up to date by the date shown on the invoice
* Late or missed payments will incur a "late payment charge'.
* If there are fees outstanding at the end of the half term, a £10 late payment charge will be added to the invoice the following half term.
* If outstanding fees are carried over, the child may not be able to attend additional hours at the preschool (or may be lose their place) if alternative arrangements for payment have not been made.
* Fees must still be paid even if a child is off sick or on holiday, unless 4 weeks’ notice is given.
* Due to staffing issues, it is not possible to swap sessions
* An alternative session will be offered, or a refund will be given where appropriate, if Stepping Stones has to close unexpectedly or is unable to operate a session.
* Please ensure there are sufficient funds in your account for a cheque to clear. Any bank charges incurred as a result of insufficient funds or failure to clear a cheque will be passed on to the cheque signatory

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| **Policy:** | 11. Fees policy |
| This policy was reviewed on: |  |
| Date to be reviewed: |  |
| **Signed on behalf of the provider:** |  |
| Name of signatory: |  |
| Role of signatory: |  |