



HARLINGTON VILLAGE PRE-SCHOOL AND WRAP AROUND CARE

Payment Policy

Policy Statement

At Harlington Village Pre-School we have well-trained staff who provide extended care for children up to age nine. We are committed to helping all families to access our service and providing high quality care and education. This will include support to access 2, 3, and 4-year funding (including 30 Hours for working families).

Rates

Pre School

- Fees are £13.50 per session and Lunch Club fees are £3.00 per child.
- All three and four-year old's are entitled to 15 hours per week of free nursery education funding for 38 weeks of the year from the term following their third birthday. In some cases, parents/careers can access an extra 15 hours funding. If parents choose to use funding at Harlington Village Pre-School they will be asked to complete a Nursery Education Funding form so that we can make this application on their behalf. If parents wish their child to attend for additional hours and are not eligible for the additional 15 hours funding, they will be charged according to the rates detailed above.
- Parents should be aware that we do invite children to move up to the 3-5s sessions immediately following their third birthday, although for some this will mean that there is an interim period before they are eligible for funding and therefore if they chose to take up the place at this point they will be responsible for covering fees until that point at the rate detailed above.

Children who are 3 between:	Will become eligible for 15 hours funding from:
1 April and 31 August	September
1 September and 31 December	January
1 January and 31 March	April

Wrap Around Care provides Breakfast and After-School Care.

- Breakfast costs £4.50 and includes cereal, toast and fruit juice.
- After-School care until 5pm costs £7.00 and until 6pm is £9.00. Children will be given a warm supper and a piece of fruit.
- All our sessions include either breakfast or a warm-supper.
- A late booking request (less than 48 hours prior) will incur a fee of £0.50 per child.

Late collections

- Pre-School and Wrap Around Care late collections will be charged at a standard rate of £3.50 after the first 10 minutes and up to 30 minutes. Any additional 30 minutes thereafter will be charged at £10 per half hour to cover staff wages and overheads. This will appear on your next invoice.

Payment and Invoicing

- This will be half-termly in advance.
- Payment can be made by cash (exact money only), cheque (payable to Harlington Village Pre-School and Wrap Around Care), childcare vouchers or via bank transfer.
- Bank details can be obtained by referring to your invoice.



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- Please use the reference on your invoice and the child's surname and confirm payments made to staff@harlingtonvillagepreschool.org.uk

Outstanding Fees

- Payment due date will be provided on your invoice and an informal reminder will be emailed on this date if payment has not been made. After an additional 5 days, you will receive a formal written reminder. Invoices will be emailed or a paper copy will be provided.
- Unless by prior agreement, any payments outstanding within 5 days of the due date may incur an administration charge of 10% of monies owed.
- If there are any concerns about the fees or payment of fees, parents/carers are requested to talk to the Pre-school Management.
- Should fees continue to be unpaid, we may, regrettably, be forced to offer the child's place to another on our waiting list. We reserve the rights to ultimately refuse admissions if fees remain unpaid. If the parent/carer has contacted us already to make alternative arrangements, allowances can be made.

Notice

- We plan our staffing levels and set our budget well in advance. In order to operate, we therefore need notice of changes to numbers and thus our income. One half term's written notice is required of a child leaving the Pre-school or Wrap Around Care and a reduction to their sessions, otherwise fees in lieu of notice will be charged.

Attendance

- Parents/carers must inform HVPS/WAC (not only Harlington Lower School) of any non-attendance due to illness or any other reason even though payment will still be taken. Staff become concerned when a child who is booked into Pre-School/Wrap Around children do not arrive for sessions. This results in staff calling parents and/or school to locate the child, as you can imagine this takes time and causes worry and disruption to others.

Refunds

- No refund is made for sickness or absence from the Pre-school/WAC.

Closure

- In the event of the Pre-school/WAC being forced to cancel sessions, we will endeavour to give as much notice as is reasonably possible.
- Sometimes sessions may be closed for snow or adverse weather conditions and we will follow the opening and closure times of Harlington Lower School. During such closure the setting continues to incur costs and the policy below reflects this.
- If Pre-school must close due to unpreventable circumstances (e.g. snow or adverse weather conditions) for one day, we will endeavor to re-arrange pre-paid for sessions for another time subject to availability. However, if Pre-school must close due to snow for 2 or more days, we will look to offer the missed pre-paid sessions in the 39th non-funded week.
- In the event that pre-paid for Lunch Club sessions are missed, but the sessions either side are funded, we will look to offer a replacement session in the 39th non-funded week.
- WAC will follow the same guidelines as Harlington Lower School with regards to closure due to snow. WAC sessions will be non-refundable unless closure occurs for more than two consecutive days. In such circumstances, we will consult with various



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stakeholders in an attempt to reduce our costs. Any reductions in costs achieved will be passed onto parents in the form of free sessions in the next half term.

Confirmation

- All parents/carers are asked to sign and date to confirm they have read and understood the payment policy.

This policy was adopted at a meeting of: HVPS & WAC Committee

Held on:

Signed on behalf of the Committee:

Role of signatory: Chairperson

Policy Review Date: 10th October 2018