



HARLINGTON VILLAGE PRE-SCHOOL AND WRAP AROUND CARE

Payment Policy

Policy Statement

At Harlington Village Pre-School we have experienced, well-trained staff who provide pre-school education and 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 £13.75 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.
- Children can start their funded sessions the term after they turn 3. Sessions will be charged for up until their funding qualifies.

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 £4.75 and includes a choice of cereal, toast, fresh fruit and yoghurt .
- After-School care from 3.30pm until 5pm costs £7.25 and from 3.30pm until 6pm is £9.25. Children will be given a warm supper and a piece of fruit.
- A late booking request (less than 48 hours prior to required session) will incur a fee of £0.50 per child/per session.

Late collections

- Pre-School and Wrap Around Care late collections will be charged at a standard rate of £3.50 for the first 15 minutes. Any additional time thereafter will be charged at £10 per half hour (or a percentage of this i.e. £3.33 for 10 minutes) to cover staff wages and overheads. This will appear on your next invoice.
- If your child is booked in until 5pm but you would like them to stay until 6pm, we require 24 hours' notice. This will be an additional £2 in line with the usual fees. If a child is booked in until 5pm but is collected late, a late collection fee will be charged as above.

Payment and Invoicing

- Invoices are sent in the first week of each half term for that half term.
- 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.



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- Bank details can be obtained by referring to your invoice.
- Please use the reference on your invoice and the child's surname and confirm payments made to staff@harlingtonvillagepreschool.org.uk or wac@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 by e-mail or paper copy and a revised invoice to include an additional administration charge of 10% of the monies owed.
- 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.
- Withholding of payments is not acceptable. 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.

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.
- 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 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.

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 Care and they 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.



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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 (or 6 weeks) is required of a child leaving the Pre-school or Wrap Around Care or making a reduction to their sessions, otherwise fees in lieu of notice will be charged.

Cancellation

We understand that circumstances can change and therefore sessions may need to be cancelled and/or changed.

- 4 weeks' notice must be given for cancellation of regular WAC sessions or pre-school sessions that are not funded.
- For sessions booked on an ad-hoc basis, 48 hours' notice of cancellation must be given or the usual fees will apply.

Confirmation

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

This policy was updated by: Suzie Bumfrey and Becki Hocking

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

Held on: 3rd March 2020

Signed on behalf of the Committee:

Role of signatory: Committee Chairperson

Policy Review Date: March 2021