



Fees and Non-Payment Policy

Policy Statement

At WUFA CIO, we aim to make our setting as accessible to as many families in the community as possible. We therefore aim to ensure our fees are as competitive as possible. As a non-profit making charity, we rely on prompt fee payments to be able to meet our running costs and to provide equipment and resources for the children who attend. This policy adheres to the standards regulated by Oxfordshire County Council regarding the Government Funding for 2,3 and 4 year olds.

Therefore, the following policy will apply:

Fees: (From September 2020)

Preschool:

- Morning Session: 8.45 am – 11.45 am – £17.50 for all age groups
- Lunch Club Session: 11.45 am – 12.15 pm – £4.50 for all ages
- Afternoon Session: 12.15 pm – 3.15 pm – £17.50 for all ages

Breakfast and After School Club: (Ages 3 – 11 Years)

- Breakfast Club session: 7.30 am – 8.45 am £6.00
- After School Club session (Short): 3.15 pm – 4.30 pm £7.00
- After School Club session (Long): 3.15 pm – 6 pm £15.00

COVID Update: We are only open in After School Club until 5.30 this is to enable cleaning time in line with Government Regulations. This session is charged at £15 regardless of collection time.

Additional Notes:

- £10.00 monthly consumable charge for all children who are claiming 30 hours funding this will be shown on the invoice along with any other fees. This charge per child will assist us in providing consumables for your child during the time they are at the setting. This may be items such as tissues, cleaning products, play dough, gloves, aprons, first aid items, this is not an exhaustive list.
- Please note that BACS payments for registration are our preferred method of payment, please quote your child's name.

Payment Procedure:

- Fees are calculated on a sessional basis of which you will be notified in advance of your child starting Pre-school. We may review these fees at any time but shall inform you of the revised amount at least one month before it takes effect. If you do not wish to pay the revised fee, you may end the Agreement by giving us one term's notice (6 weeks) by completing our Notification of Leaving Date form.
- Fees will be invoiced on a monthly basis, on the first working day of each month. Fees are calculated based on the number of sessions attended for the month, and our current fee schedule (see above for current fees).

- Payment for all fees can be made via our preferred method of BACS for the exact full monthly payment, we also accept childcare vouchers. Please contact our administration for further information on: finance@wufa.co.uk
- Once a child has begun at WUFA CIO fees are payable for all sessions regardless of attendance. Therefore fees are still due for sessions missed due to sickness or holiday. This applies to Pre-school sessions and Breakfast and after school sessions.

Late or Non Payment:

- Fees that are not satisfied within 10 working days of the date of invoice will incur a daily late charge of £5 per day. WUFA reserves the right to remove any child from our Clubs and Pre-School when bills are not satisfied within these terms.
- Please can all finance related questions including funding be directed to: financewufa@gmail.com
- If a child is absent for more than 5 days due to a pre-arranged operation or hospitalisation, arrangements should be made PRIOR to the absence with the manager.
- If after three requests the outstanding balance has not been paid, we will advise the parent/carer that the child will no longer be able to attend their sessions until the balance has been settled.
- All unpaid fees will be pursued via the court system. WUFA CIO reserves the right to withdraw any agreed payment plan if payment have not been made. If payments are not made then the full amount outstanding will be due within 7 days of an overdue account letter. If payment is not received within 7 days of the overdue account letter then a final warning letter will be issued, if payment still remains outstanding following this letter then court proceedings shall begin. Court proceedings will incur charges to the parent/carer.

Late Collection

- Whilst we appreciate that occasionally you may be unavoidably delayed this involves extra staffing costs as well as having an impact on staff/children ratios. A late collection charge of £5.00 will be added to your next bill.

Notice Period and Conditions:

- If you wish to cancel a regular session, half a term's notice (6 weeks) is required. This should be in writing preferably via email.
- Regular bookings will be charged in full if the notice is not given.

Child leaving WUFA CIO:

- Six weeks' notice is required if a child is to leave WUFA CIO
- If six weeks' notice is not received, then 6 weeks' fees will be charged in lieu of notice.

Funding Information:

- We are registered to provide the free and Universal Extended hours entitlement to Early Learning and Childcare and will meet our statutory obligations in this respect.
- For parents who receive government funding (either the 2-year old funding or when the child receives 3-year old funding) we will require documents to prove your child's date of birth, i.e. birth certificate. A parental contract will be completed showing the amount of hours due to attend and this will be updated and require a signature at each funding block (i.e. each term).

Emergency Closure:

- Should WUFA have to close for more than five consecutive working days due to severe weather conditions/Emergency you will be reimbursed of any fees paid. However, any ad hoc days cannot be reimbursed as we still have the general running costs to pay e.g. staff, electricity etc. As we are a Charity we rely solely on fees and fundraising events to cover all running costs. Parents/Guardians will be notified as soon as possible in the event of closure normally via email/social media.

Covid-19 (pandemic)

- Should a lockdown situation occur then any fees already invoiced are payable. WUFA CIO will endeavour to keep all charges to a minimum.
- WUFA CIO reserves the right to make decisions on fees and sessions considering the setting as a whole and the viability of the business during the pandemic.
- WUFA is a Charity and due to ongoing costs we can not offer a refund to any family in the event a child/family is required to isolate. Occasional refunds may be given at the discretion of the committee, please contact the setting manager in the first instance.

This policy was adopted at a meeting ofWUFA CIO..... (name of setting)

Held on (date)

Date to be reviewed date

Signed by

Name of Signatory

Role of Signatory (ie manager)