



FEES AND CHARGING POLICY

The Brently & Henbury Children's Centre is a registered Charity which aims to serve the community in which it is based.

All the Team and the Trustees of the Children's Centre are committed to providing the best possible care to every child. No child shall be refused admission to our Centre on the grounds of race, religion, colour, ethnicity or national origin. We provide a safe and stimulating environment which is accessible to every child in our community. We acknowledge that at times this policy may be difficult to achieve in full if the scheme is to remain financially viable whilst meeting the needs of many families. Therefore the Trustees will strive at all times to keep the fees charged at the lowest rates possible.

Parents and Carers are requested to take note of the following:

1. Fees are payable by the 14th of each month, following the production of an invoice on the last week of the month. Fees are payable in arrears.
2. Fees are not refundable.
3. Fees are payable throughout the year with the exception of 1 week at Christmas and in-service training days when the Centre is closed, and during Bank Holiday periods.
4. Fees will continue to be payable for children during the times they are ill and away from the Centre.
5. Fee paying parents who choose to take their children out during the school holidays do so on the understanding that the place/sessions/days cannot be guaranteed to remain available for the following term.
6. Those children using the Centre under the terms of the Early Education Grant (for 3, 4yr olds) may be funded for 15 hours during term-time only, or for 12 hours for 48 weeks of the year up to a maximum of 570hrs across the year. This arrangement is not interchangeable during a term and must be agreed in advance with the Centre team. Parents may pay for additional hours during the year, including school holidays with prior agreement and at the usual charges.
7. Children who are accessing FEEE 30 hour funding can do so the term following their 3rd birthday. For children in the 2-3 rooms 24 hours per week for 48 weeks of the year is funded, for children attending our pre-school there is an option to access either 24 hours per week for 48 weeks of the year or 30 hours a week during term time only up to a maximum of 1140 hours per academic year. Parents may pay for additional hours during the year, including school holidays with prior agreement and at the usual charges. Parents\carers may access wrap around care incurring the relevant fees.
8. It is important that children are collected on time from their sessions. Late collections are charged at: £10 for the first 15 minutes and £20 for each 15 minutes thereafter.

9. Fees are charged at an hourly rate. This rate is reviewed annually and parents will be given one months notice of any change.

Please also refer to the Debt policy and procedure for more details on the collection of overdue fees.