

THE RISE TRUST



FEES POLICY

Record of updates

Fees Policy	
Date created:	July 2014
Adopted by Trustees:	
Revision Due:	September 2016
Revision Due:	April 2019
Revision Due:	July 2020
Revision Due:	June 2022
Revision Due:	June 2023
Revision Due:	June 2024
Revision Due:	August 2025
Revision Due:	

DOCUMENT VERSION CONTROL		
Issue No.	Issue Date	Summary of changes
Original	July 2014	Original version
1	September 2016	Invoice dates, payment cards
2	March 2018	Lunch fee changes
3	November 2018	Include All year round setting
3a	April 2019	Additional information for AYR
4	July 2020	Included termly payment to cover sundries
5	June 2022	Fees increase
6	October 2022	All year round settings info removed
7	August 2023	Fee amounts & termly changes
8	August 2024	Fee amounts & termly changes

The RISE Trust **Fees Policy**

It is the policy of The RISE to make every effort to ensure that every child is able to access Early Years provision fully regardless of background, ethnicity or financial situation.

The Rise Trust understands the financial difficulties that some families may face and we make every effort to ease the burden where we can. The RISE Trust will make every effort to keep fees to a minimum to ensure that every child has an equal opportunity to access its services.

You may be qualify for free entitlement, (please speak to the Manager) however is this is not the case or you require additional hour or fees are:-

Two year old fee	Three/Four year old fee
£6.25 an hour	£5.75 an hour

There is also an additional termly fee (£50.00 per funding term – January, April and September) and this along with the procedure for payment of fees is detailed below.

The RISE Trust will provide a hot freshly cooked nutritious meal daily for every child who attends our provision. Packed lunches are only allowed in exceptional circumstances e.g. SEND children.

Payment for additional hours

For children who attend payable hours or who access hours in addition to their free entitlement hours. The following policy applies:

1. Fees will be invoiced monthly in advance. Payment is due upon receipt of the invoice.
2. If payment is not received by the 10th of the month, the Manager will inform the parent that their additional hours for the remainder of the month will be cancelled until full payment is received.
3. If additional hours are cancelled through non-payment, these hours can only be reinstated once a parent/carer has cleared the full balance of their outstanding invoice, and we may require payment in advance of sessions.
4. If payment is not received your child(ren) will not be permitted to access any additional hours above their Free Entitlement Hours.

5. No child will be allowed to attend the Preschool unless parents/carers comply with the Fees Policy guidelines.
6. For any parent/carer who is experiencing financial difficulty, the Manager can signpost you to the relevant agencies e.g. The Family hub, CAB etc.
7. Any changes to a child's hours can only commence from the beginning of a new term. Parents must give a month's notice if this is required.

Late Collection Fee

If you are 10 minutes late or more collecting your child from the end of their session you will incur a late fee which will be charged at £10.00.

Termly Fees - Payment for additional sundries – this applies to ALL children

£50 per child (£45 for additional siblings) per funding term is charged (1st September, 1st January, 1st April) this includes:-

- Breakfast
- Snacks
- Lunch
- Craft resources
- Cooking sessions run by our in-house cook
- Wet wipes
- Spare clothes
- Spare sunhats
- Sun cream
- Additional resources for celebrations

This fee must be paid no later than the month it is invoiced e.g. (30th September, 31st January & 30th April). Installments may be possible for Termly Fees only at the discretion of the manager but must be discussed on receipt of invoice.

Please note that late fees will result in an administration charge of £10 being added to the total amount due each time we chase payment, and we reserve the right to charge 5% interest per month after the first month on the total.