



Fees Policy

March 2025

YMCA Childcare understands that the cost of registered childcare may seem expensive to a parent/carer. However, providing a high quality, secure and stimulating service for children is not inexpensive and to ensure the continued high standards and sustainability of YMCA Childcare, we must ask the parent/carers to respect our policy in respect of fees.

- The level of fees will be set by The Management of YMCA Trinity Group, and reviewed annually in the light of, YMCA Childcare's financial position, its future strategic plans and any other broader economic or social considerations deemed relevant. One calendar month's notice will be given for any fee increase.
- A non-refundable registration fee is required upon registration to secure a child's place. The registration fee is not required for funded children.
- For fee paying children 4 weeks fees is payable in advance before attendance can start. YMCA Trinity Group reserves the right to cancel a booking if this fee is not paid in advance. Payment can be staggered at the manager's discretion. A deposit is not required for children who only receive Early Years Government Funding.
- Payment of fees and meals should be made weekly or monthly, as set out on the invoice. Individual payment arrangements will be negotiated between the Childcare Management and the parents/carers.
- Childcare invoices will be issued during the second week of the month for fees payable in advance, which must be paid by the last day of the month. Fees are payable for the month in advance. One-off bills are payable within 5 days of the date of issue.
- YMCA Childcare has a voluntary consumable charge to cover the cost of providing healthy, nutritious snacks. This additional voluntary charge is requested termly.
- YMCA Childcare follow's local authority early education guidance for funding.
- For grant funded children an invoice will be issued for any additional hours and extras (i.e. meals) in addition to the grant funded hours.
- YMCA Childcare will be sympathetic to requests for daily payment. Parents/carers wishing to negotiate this or any other alteration to the standard fees policy should arrange a meeting with the Childcare Management at their earliest possible opportunity.





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March 2025

- If the fees are not paid on time, YMCA Childcare will notify the parent/carer in writing and request payment at the earliest possible opportunity.
- The Childcare Management has the right to issue a formal warning to the parent/carer and inform them that continued late payment will result in their child's place at YMCA Childcare being forfeited or reduced to funded sessions only. Any add-ons i.e. meals will also be withdrawn with notice until payment is received.
- If fees are paid persistently late or not at all with no explanation, YMCA Childcare will be forced to terminate that child's place. Under exceptional circumstances, the Childcare Management may agree to allow the child to continue attending YMCA Childcare for the remainder of the week.
- Parents/carers are encouraged to speak to a member of staff or the Childcare Management if they have any query about the fees policy, or if, for any reason, they are likely to have difficulty in making a payment on time. Parents/carers are strongly advised to arrange a meeting at the earliest possible opportunity, to avoid jeopardising their child's place at YMCA Childcare.
- Payment plans can be arranged, however, if the payment plan is not adhered to or a request made to differ from the agreed amount the child's place will be forfeited immediately. The child will not be able to attend until all outstanding amounts of money have been paid in full.
- If we still do not receive correspondence and/or payment within 7 days a formal letter will be issued where an admin fee of £10 will be charged. And we reserve the right to charge an admin fee of £10 for each subsequent letter. Following this if no further correspondence and/or payment is received within 7 days we will implement our debt collection process which will result in the debt being passed to our debt collection agency which will incur additional fees. If settlement is not received, it may result in us taking out proceedings in the County Court. It is our policy to pursue outstanding debts and could result in a CCJ (County Court Judgement).
- YMCA Childcare is able to accept employer childcare vouchers and payments through the tax free childcare scheme.
- Fees can be paid by cheque, cash, standing order or direct debit.
- Under Suffolk County Council guidance, if a child moves to YMCA Childcare part way through a term and that child has already claimed early years education funding at another Suffolk early years provider, YMCA Childcare





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has the right to charge for their session, until early years education funding can be claimed in the next term.

- If a child leaves YMCA Childcare before Suffolk County Councils 'headcount day', YMCA Childcare has the right to charge for the sessions attended by that child, as they will be unable to claim the early years education funding.
- Four weeks notice is required to reduce fee paying sessions. Meals require one weeks notice.
- Four weeks written notice is required to terminate a child's space. Charges will be incurred if adequate notice is not provided. If less than 4 weeks' notice is given, YMCA Childcare maintains the right to charge fees equivalent to the difference between the notice period provided and our required period of 4 weeks. All fees must be settled before the end of the notice period.

This policy was reviewed on:	Reviewed by:	Date for next review:
12.03.2025	A.Spence	11.03.2026
Signed on behalf of YMCA Trinity Group:	A.Butterworth	

