



LITTLE SERC FEES POLICY 2023-2024

Policy Number:

077-2-23

Academic Year:

2023/2024

Target Audience:

All Staff

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Little SERC Fees Policy

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Enquiries

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Review Information:

First Created: March 2023

Last Reviewed: August 2023

Next Review: August 2024

Approval By:

Approval is for new Policies and substantive changes to existing policies during a review

CMT: 31 August 2023

Governing Body: 2 October 2023

Related Documents:

Newcastle Creche Payment Process SOP

Superseded Documents (if applicable):

Date of Equality of Opportunity and Good Relations Screening (Section 75):

4th September 2023

Date of Last Accessibility Screening:

July 2023



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1.0 Change History

Changes to this SOP are documented in Appendix 1 of this document. When reading electronic copies of this document, [you can click here to view the change history](#).

2.0 Purpose

2.1 The purpose of this policy is to establish guidelines by which fees and charges may be levied for the provision of childcare provision in the College creche, known as 'Little SERC'.

3.0 Scope

3.1 The process of setting fees and charges shall consider all relevant direct costs and overheads and will take into consideration minimum activity requirements, market forces, target market, competitor analysis and other relevant factors such as equality issues and the prevailing economic climate.

3.2 Fees and charges will be reviewed annually.

3.3 Fees apply to the financial year beginning 1 August and ending on 31 July.

4.0 Fee Rates

5.0 Payment of Fees

5.1 Details of methods of payment are in the Payment of Fees Schedule (Appendix B).

5.2 Exceptions to the arrangements for the payment of fees will be considered only in very extraordinary circumstances with the advance authorisation of the Financial Controller.

6.0 Responsible Owner

6.1 It is the responsibility of the Chief Finance Officer to ensure that this policy is implemented, adhered to and reviewed.

7.0 Communication Plan

7.1 This Policy will be communicated to staff via the Learning Engine and made available to any customer upon request.

7.2 This document can be made available in alternative formats upon request.

8.0 Review

8.1 This Policy will be reviewed annually, or when the need for change has been identified.

Appendix 1: Document Change History

Version	Date	Change Detail
1.0	September 23	Transferred to New Accessibility Template

APPENDIX 2 – FEES SCHEDULE 2023-24

If you need some text

Creche Session	Session Hours	Fee
Morning	09:15 – 12:15	£18
Afternoon	13:00 – 16:00	£18

Fees are chargeable on a monthly basis and are still chargeable where the child does not attend.

The fee includes provision of light snacks to the children.

The fee does not include (and not limited to):

- Spare clothes
- Nappies
- Wipes / cotton wool
- Nappy sacks
- Medicated cream
- Temperature control medication
- Teething gel
- Formula milk and bottles

Such items must be provided by the person with parental responsibility. A full list of required items will be provided by the Creche Manager.

Retainer fees

Retainer fees can apply for holiday periods in situations where students are progressing to the second or third year of a two or three year course. This will ensure that the place remains available for the child/children while the parent progresses to the next year of their programme. Retainer fees will not apply where a student commences a new programme following the completion of a previous programme during which time they availed of the services of Little SERC.

Late Collection Fee

Fees will be chargeable for the late collection of children after their session has been completed.

The fee is £5.00 for each 15-minutes after the session completion time.

APPENDIX 3 – PAYMENT OF FEES

1. General Information

The payment of fees is the responsibility of the student who is availing of the services of Little SERC. This responsibility remains with the student even with external funding of fees.

SERC accepts cheque (made payable to South Eastern Regional College or SERC), credit/debit card or other payment method approved by the College.

Receipts must be retained and may be required as evidence of payment.

Students must be aware of their liability for fees before availing of the Creche services.

Non-payment of fees will result in sanctions being imposed as detailed within the Terms and Conditions and the Little SERC Parents' Handbook. Students must sign the Terms and Conditions of the Creche that confirm acceptance of liability.

2. Payment Terms

Fees are chargeable on a monthly basis.

The College will issue a monthly invoice to student for pre-booked sessions.

Payment must be made to the College within 28 days of receipt of invoice.

3. Third Party Funding

Students may be eligible for assistance towards the cost of childcare fees from third party sources, including Care to Learn Scheme, Further Education Grants, and the Student Support Fund.

Eligibility for assistance is determined by age, financial situation, and previous study. The Student Finance Team will assist students with potential external funding.

Where a student has received notification of third-party funding assistance, the student must submit their award letter to the Creche Manager.

The College will directly invoice the third-party funder.

The amount of the funding will be deducted from the total fee and if a balance remains this will be invoiced to student as per section 2 (Payment Terms).

If the student receives backdated funding, the College will refund the amount already paid by the student.

In all instances the student is responsible for the payment of the total fee (for example, if attendance is below the funder's requirements).

The College will not refund to the student any fees paid on their behalf by a third party.

4. Additional Charges

Additional charges, such as late collection fee, will be invoiced to student.

This invoice is payable upon receipt.

5. Notice Period

The student may be liable for the childcare costs incurred in the 4-week notice period of termination of contract.