

Policy Name:	<b>Invoicing and Fees Policy</b>
Policy creation date	<b>February 2019</b>
Last review:	<b>January 2022</b>
Next review:	<b>January 2023</b>
Owner:	<b>Operations Director</b>

## Invoices and Payment Terms

Invoices are raised termly and are sent out two weeks before the beginning of the new term. Your invoice will be emailed to you via the email address supplied on your registration form, or sent in the post if you do not have access to email.

Invoices are due 30 days from date of invoice. We offer payment plans where your annual fees can be paid in equal instalments on a weekly or monthly basis. If you wish to find out more please contact our finance department ([finance@rainbowcentre.org](mailto:finance@rainbowcentre.org))

With respect to any invoices not paid within 30 days of the date of the invoice or as agreed in a payment plan, a finance charge of 8% per month, payable from the date of the invoice to the date the payment is received, shall be due and payable.

If you are experiencing problems in making a payment please contact us in the first instance. We can discuss a variety of options.

## Fees

Adult group sessions last for 2 hours.

Children's group sessions last for 2.5 hours.

We are also able to offer individual one to one sessions which are charged on an hourly basis.

Current fees for all sessions are available on our website at [www.rainbowcentre.org](http://www.rainbowcentre.org)

## Alternative Funding

Information on Early Years Funding, Extended Early Years Funding and Pupil Premium for 3-4 year olds can be found in **Appendix 1- Funding for 3 to 4 year olds** or on our website at [www.rainbowcentre.org](http://www.rainbowcentre.org)

We accept Childcare Vouchers and Tax Free Childcare payments. More information on these schemes can be found in **Appendix 2 – Childcare Vouchers and Tax Free Childcare** or on our website at [www.rainbowcentre.org](http://www.rainbowcentre.org)

The Rainbow Centre also works with a number of Charitable Trusts to help individuals pay for their or their child's sessions, depending on their personal circumstances. Please contact

our finance team, who will be able to advise and may be able help you access alternative funding.

## **Notification of Absence / Lateness**

Please notify The Rainbow Centre in advance if you are unable to attend a session or will be late. Unattended sessions will still be charged.

The Rainbow Centre may offer discretionary credit notes and refunds for sessions cancelled due to circumstances beyond reasonable control, these may include operations and long term recovery.

## **Non-Attendance**

If you fail to notify The Rainbow Centre of non-attendance for 3 or more consecutive sessions, your / your child's place will be at risk of being offered to another participant and you may still be charged.

## **Cancellation / Termination of Contract**

After an offer of a place has been made by The Rainbow Centre but before acceptance by the participant either party may cancel the offer by serving 7 days written notice.

After acceptance of the offer by the participant either party may terminate the agreement by the service of three months' notice in writing. During the notice period The Rainbow Centre undertakes to continue to admit the participant and the participant undertakes to pay for all fees due.

Failure by the participant to provide three months' notice or any notice at all shall render the participant liable for three month's fees.

If the Rainbow Centre is forced to cancel sessions, then refunds or replacement sessions will be offered.

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<b>JANUARY 2022</b>
<b>Appendix 1- Funding for 3 to 4 year olds</b>

**Early Years Funding (3 to 4 year olds)**

The Rainbow Centre is able to offer the Universal 15 hours of Early Years Funding for all 3 to 4-year-olds and the extra 15 hours of Extended Early Years Funding where the child is eligible. Parents will be required to complete a funding application form in order to receive this funding. Any additional charges over your eligible hours will be charged at £30 per session.

When can I start to claim funding if my child is eligible?

Funding can start from the term following the child's 3rd birthday

<b>Child's Birthday</b>	<b>When Funding Can Start</b>
1 January - 31 March	summer term
1 April - 31 August	autumn term
1 September - 31 December	spring term

[Click here to find out if you qualify for 30 hours free childcare](#)

[Click here to apply / sign-in to the childcare service.](#)

**Early Years Pupil Premium**

The early year's pupil premium (EYPP) is additional funding for early years settings to improve the education they provide for disadvantaged 3- and 4-year-olds.

Eligibility:

3 and 4 year olds in state-funded early education will attract EYPP funding if they meet at least 1 of the following criteria:

Their family gets 1 of the following:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (provided they're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on, which is paid for 4 weeks after they stop qualifying for Working Tax Credit
- Universal Credit
- they are currently being looked after by a local authority in England or Wales
- they have left care in England or Wales through:
  - an adoption
  - a special guardianship order
  - a child arrangement order

Children must receive free early education in order to attract EYPP funding.

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<b>Appendix 2 – Childcare Vouchers and Tax Free Childcare</b>
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### **Childcare Vouchers**

The Rainbow Centre accepts Childcare Vouchers towards your child's fees.

This scheme is now closed to new entrants. However, we accept vouchers from anyone who joined the scheme before April 2018.

As long as your cash salary does not go below the National Minimum Wage, you can choose to take Childcare Vouchers up to the value of £2,916 a year as part of your package.

If you accept Childcare Vouchers as a portion of your salary (up to £55 per week or £243 a month) you do not have to pay National Insurance Contributions (NIC) or Tax on that amount.

Each parent can save up to £1,196 per year. Exactly how much you save depends on how much tax and National Insurance you pay.

[Click here to find out how much you can save using the Gov.uk savings calculator tool.](#)

### **Tax Free Childcare**

The Rainbow Centre accept these payments if you are eligible for Tax Free Childcare. You can receive up to £2,000 per year for each child from the government to pay towards childcare. For every 80p you pay in, the government will pay in 20p.

Please note, if you choose to pay via this method, you cannot also pay with childcare vouchers. You can also pay via this method if you are self-employed.

[Click here to find out if you are eligible and to set up an account.](#)