

# Fees Policy

Policy Title:	Fees
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Version:	1
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Authorised by:	Dave Poulson
Role:	Chair, Board of Trustees
Authorised:	March 2026

Ed Thatcher

CEO



March 2026

Dave Poulson

Chair of Trustees



March 2026

## 1. Policy Statement

ENDEAVOUR is committed to providing high-quality, sustainable wraparound and after school provision that is accessible, transparent and fairly administered.

This policy sets out the structure, collection and management of fees to ensure financial sustainability while supporting families in line with ENDEAVOUR's values.

Where applicable, this policy operates in accordance with the Early Years Foundation Stage (EYFS) Statutory Framework, including requirements relating to transparency of charges, partnership with parents, and inclusive practice.

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## 2. Scope

This policy applies to:

- After School Club provision
  - Ad-hoc bookings
  - Holiday Club provision
  - All parents and carers with booked places
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## 3. Fee Structure

Details of the current fee structure are available directly from club staff.

All fees are subject to regular review by ENDEAVOUR to ensure the continued sustainability of provision.

Parents/carers will be given a minimum of one month's written notice of any change to the fee structure.

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## 4. Invoicing and Payment Terms

### 4.1 Invoices

- Invoices are issued upon booking.
- Payment must be made monthly or on receipt of invoice, in accordance with the terms stated.

### 4.2 Accepted Methods of Payment

Payment may be made by:

- Cash (at the club)
- Debit card (at the club)

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- Cheque (payable to ENDEAVOUR)
- Childcare vouchers
- Bank transfer

Parents/carers are responsible for ensuring payments are made by the due date stated on the invoice.

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## 5. Ad-Hoc and Holiday Club Bookings

- Payment for ad-hoc bookings and holiday club sessions must be made at the time of booking.
  - Bookings will not be confirmed until payment is received.
  - Credits will not be given for cancelled ad-hoc or holiday club bookings.
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## 6. Credits and Cancellations

The credit process will only apply to cancellations that are made in full compliance with ENDEAVOUR's Cancellation Policy.

Credits will not be applied outside of the terms outlined in that policy.

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## 7. Non-Payment of Fees

ENDEAVOUR is committed to supporting families while also ensuring the financial sustainability of the organisation.

All outstanding payments will be managed fairly, consistently and in accordance with ENDEAVOUR's Debt Recovery Procedure.

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### 7.1 Payment Plans

Where families experience financial difficulty:

- The After School Club Manager may agree a reasonable payment plan.
- Families are encouraged to contact the After School Club Manager promptly to discuss options before arrears increase.
- Any agreed payment plan will be confirmed in writing.

Failure to maintain an agreed payment plan may result in escalation under the Debt Recovery Procedure.

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## 7.2 Consequences of Continued Non-Payment

If fees remain unpaid, ENDEAVOUR will implement the staged actions outlined in the Debt Recovery Procedure. These may include:

- Reminder notices
- Late payment fees
- Blocking of existing bookings
- Refusal of future bookings

ENDEAVOUR reserves the right to cancel a child's permanent place and/or refuse all future bookings where:

- No payment or agreed payment plan is in place following the formal stages outlined in the Debt Recovery Procedure;
  - Fees remain unpaid for two consecutive months;
  - A family fails to engage with the debt recovery process.
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## 7.3 Escalation

Where debt reaches the escalation threshold defined in the Debt Recovery Procedure, ENDEAVOUR may:

- Refer the matter to the Small Claims Court, or
  - Instruct an approved debt recovery service.
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## 8. Equality, Inclusion and EYFS Compliance

ENDEAVOUR recognises its duties under the Equality Act 2010 and the EYFS Statutory Framework.

In line with EYFS requirements:

- Information about fees is transparent and available to parents.
- Charges are clearly communicated in advance.
- Parents are informed of payment expectations at the point of booking.
- The setting works in partnership with families to resolve financial concerns wherever possible.

Where early years children attend provision, ENDEAVOUR ensures that fee arrangements do not compromise safeguarding, welfare or access to provision.

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## 9. Monitoring and Review

The Board of Trustees will review the fee structure regularly to ensure:

- Financial sustainability
- Fairness and transparency
- Compliance with regulatory expectations
- Alignment with ENDEAVOUR's charitable objectives

This policy will be reviewed annually or sooner if required due to legislative or operational changes.