



10.10 Fee Payment Policy

Policy statement

The pre-school is a registered charity, and all income received from either fees or funding is retained by the setting to cover rent and staff wages, replace equipment and update resources. The prompt payment of fees is vital to help the pre-school meet its financial obligations.

Fee rates (from 1st September 2018)

2-year olds

- £16.50 per 3-hour session (9.15 – 12.15)
- £22.00 per 4-hour session (9.15 – 13.15)
- £5.50 to extend a 3-hour session to 4-hours on an ad-hoc basis

3 & 4-year olds¹

- £15.00 per 3-hour session (9.15 – 12.15)
- £20.00 per 4-hour session (9.15 – 13.15)
- £5.00 to extend a 3-hour session to 4-hours on an ad-hoc basis

Additional Services

- £2.50 per early morning drop off (9.00 – 9.15)
- £20 registration fee (payable on acceptance of our Terms & Conditions to secure a space).
This may be waived for families solely accessing funded hours.

Procedures

Session booking

In order to arrange appropriate staffing levels, all parents and carers must request their preferred sessions for their child in advance of each school term, and we will send you a form to complete via email to make this request. We recognise that from time-to-time, your child may need to attend an additional session, or stay for an extra hour until 13.15, and we will do our best to accommodate these additional sessions if it is within the permitted staff to child ratios.

Invoicing

All parents/carers are invoiced in advance at the start of each term and we ask that the fees are paid within fourteen days of term commencing. If your child is attending an additional ad-hoc session or lunch club, then we request that payment is made on the same day of attendance.

¹ This rate is applicable from the term following the child's third birthday.

We are unable to give refunds for days missed through sickness, holidays or leaving part way through a term. If at any time you wish to cancel your child's place at the pre-school or reduce their sessions, we will require a full half term's written notice.

Methods of payment

We accept payment through a variety of methods:

- Bank transfer (preferred)
- Cash
- Cheque
- Employer Childcare Vouchers
- Tax Free Childcare Payments

Late payment of fees

If you would like to make an arrangement to pay your invoice through instalments, or are having difficulty in paying your bill, then we request that you contact us as soon as possible after receiving the invoice.

In all other cases, should fees remain unpaid after the due date, the following actions will be taken:

- An email reminder requesting payment of fees will be sent to you.
- If no payment is forthcoming, a second reminder will be sent 7 days later.
- Should fees remain unpaid 7 days after the final reminder letter, a late payment charge of £20 will be added to your invoice.
- In addition, the pre-school reserves the right to exclude your child from attending any additional hours and he/she will only be able to access their weekly 15-hour funded entitlement until the outstanding balance has been paid in full.

If a payment plan is agreed and payment is not subsequently made by the due dates, then the pre-school reserves the right to request immediate payment of the outstanding balance within 14 days, and to apply a late payment charge of £20 to your invoice.

In all cases, we may pursue legal action to recover any outstanding debts, and any fees associated with this course of action will be passed on to the parents/carers concerned.

Cancelling your child's place or reducing their hours

We require a full half-term's written notice if you wish to reduce the number of sessions that your child attends, or to cancel your child's place. If you do not provide us with the required notice, then a half-term's fees will be charged in lieu of notice. Please note that this is applicable to both fee-paying families as well as those using their Early Years Funding entitlement.

For example, if you wish to wish to withdraw your child at the beginning of the Autumn term, then written notice will need to be provided by the end of the Summer half term holiday.

Version	Changes Made	Author	Date	Review Date
1.0	Baseline version	N Hanlon	16 th April 2018	November 2019
1.1	<ul style="list-style-type: none"> • Amended the fee rates for 2018/2019; • Added additional methods of payment. • Inserted clarification regarding the process for cancelling a child's place or reducing their hours. 	N Hanlon	28 th June 2018	November 2019