

Payment and fees policy – September 2021

Payment information

Fees are due every month, in advance by the 1st.

Fees can be paid by cheque, cash, bank transfer or using childcare vouchers.

Late payment of fees

If fees are not paid on time then the Pre-school reserves the right to undertake any of the following actions as appropriate:

- Exclude the child from pre-school

- Charge a late payment fee of £20

- Pursue the matter in the small claims court

Where a family owes money and is not prepared to agree a plan of action to clear the debt, the Pre-school also reserves the right to withdraw free entitlement funding in our setting for their child/children until the debt is cleared.

Payment plan

If a parent/carer is unable to pay the fees within the time period then they must advise the managers and provide a genuine reason why they are unable to pay. In exceptional circumstances the pre-school may agree to fees being paid by a payment plan.

A payment plan is a plan agreed between the pre-school and the parent/carer detailing the dates and amounts to be paid. If the plan is not adhered to by the parent/carer then pre-school will implement its policy on late payment of fees.

Bounced cheques

In the event of a cheque being returned to the Pre-school's bank account marked unpaid we will:

- Contact the parent or guardian of the child concerned, if the payment is for fees. In any other case, we would endeavour to contact the account holder

- Ask for an alternative payment to be made to *include* the fee we are charged by our bank for accepting the original cheque

Allow the parent 5 working days to discuss the returned payment with their bank and/or account holder

Childcare vouchers

We are able to accept childcare vouchers from your workplace as payment for our fees. Please contact the managers to discuss the details including the contact details of the voucher provider, frequency and amount of payment. If your company uses a provider we are not yet registered with then we will endeavour to register with that provider.

Payment of fees

For your child to keep her/his place at the setting, you must pay the fees promptly. We are in receipt of the free entitlement funding for two/three/four-year-olds; where funding is not received, then fees apply. Failure to do so could result in your child being excluded from the setting.

Hourly rate

Fees are currently £4.82 for 3- and 4-years olds and £5.54 an hour for 2 year olds, payable on receipt of a bill each half-term. This rate is reviewed annually to match the free entitlement rate as closely as possible.

Free entitlement for eligible 3 and 4 year olds

From April 1st 2017, the free entitlement provides 15 hours of childcare each week (38 wks per year at the rate of £4.82ph) for every child from the term after a child turns 3 years old. We will provide you with a form to fill in, sign and return at the start of each term in order for you to access the free entitlement. Requests for additional hours will be reviewed and if we have space then the costs will be invoiced to the parent at the Pre-school hourly rate (currently £4.82per hour).

Free entitlement for eligible 2 year old funding

From April 1st 2017, the free entitlement provides up to 15 hours of childcare each week (38 wks per year at the rate of £5.54) for every child from the term after a child turns 2 years old. We will provide you with a form to fill in, sign and return at the start of each term in order for you to access the free entitlement. Places will only be available for 2 year olds for a maximum of 15 hours a week provided we have spaces. An additional £1 hourly payment will be made for children with higher needs. Requests for additional hours will be reviewed and if we have space then the costs will be invoiced to the parent at the Pre-school hourly rate (currently £5.54 per hour).

Request for additional hours

Requests for additional hours will only be granted if there is space available and we have adequate staff supervision. Requests will not be granted if fees are not up to date. Immediate payment of the session will be required at the cost of £4.82ph for children aged 3 & 4 and £5.54 if they are aged 2.

Absent children

Fees must still be paid even if a child is absent.

Notification of change in attendance

A half-term's notice in writing must be given when withdrawing a child or decreasing the days of attendance, failure to do so will result in fees being charged for the following half term.

Administrator contact information

For all queries regarding invoices and payments please contact Helen Heath.

For any other queries please do not hesitate to contact your Key Person

Actioned September 2021

Review September 2022

Connie Bryson