

## 10.10 Fee Payment Policy

### Policy statement

The Preschool 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 Preschool meet its financial obligations.

### Fee rates (from 1<sup>st</sup> September 2023)

#### *2-year olds*

- £19.50 per half day
- £39.00 per full day

#### *3 & 4-year olds<sup>1</sup>*

- £18.00 per half day
- £36.00 per full day
- £1.50 'Fair Funding & Consumables' supplement per funded session. This is not compulsory to pay.<sup>2</sup>

#### *Additional Charges*

- £20 registration fee (payable on acceptance of our Terms & Conditions to secure a space). This will be waived for families solely accessing funded hours if they do not wish to pay.

### 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 cannot guarantee that we will be able to accommodate any changes and will assess each form in order of receipt. If we do not receive a completed form, we will assume you require no changes to your child's sessions.

We recognise that from time-to-time, your child may need to attend an additional session and we will do our best to accommodate these additional sessions if it is within the permitted staff to child ratios. Please contact our Business Manager to request any additional sessions.

#### *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, then we request that payment is made on the same day of attendance.

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<sup>1</sup> This rate is applicable from the term following the child's third birthday, for any hours taken over and above the funded entitlement.

<sup>2</sup> This supplement applies to all funded sessions. If you are in receipt of Early Years Pupil Premium or a Funded-Two, you will not be asked to pay this supplement.

**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 Preschool 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;
- 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 Preschool reserves the right to exclude your child from attending any additional hours and if he/she will only be able to access their weekly 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 Preschool 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.

The Preschool also reserves the right to seek payment in advance for any subsequent invoices from those parents/carers who do not pay their child's fees within 14 days, or who have not met the payment date for any pre-agreed payment plans.

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-terms fees will be charged in lieu of notice.

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.

<b>Version</b>	<b>Changes Made</b>	<b>Author</b>	<b>Date</b>	<b>Review Date</b>
1.0	Baseline version	P Eccleston	26 <sup>th</sup> April 2018	April 2019
1.1	<ul style="list-style-type: none"> <li>Amended the fee rates for 2018/2019;</li> <li>Added additional methods of payment.</li> <li>Inserted clarification regarding the process for cancelling a child's place or reducing their hours.</li> <li>Information regarding the Early Years Funding has been removed and can be found in the 'Early Years Funding' policy.</li> <li>Information regarding late collection fees has been removed and can be found in the 'Late Collection Fee' policy.</li> </ul>	N Hanlon	1 <sup>st</sup> September 2018	September 2019
1.2	Updated email address and minor formatting changes.	N Hanlon	13 <sup>th</sup> April 2019	March 2020
1.3	<ul style="list-style-type: none"> <li>Amended the fee rates from 1<sup>st</sup> April 2020;</li> <li>Added additional methods of payment.</li> </ul>	N Hanlon	23 <sup>rd</sup> February 2020	March 2021
1.3	Reviewed – no changes	N Hanlon	8 <sup>th</sup> March 2021	March 2023
1.4	<ul style="list-style-type: none"> <li>Removed reference to Forest School charges and minor adjustment to wording.</li> <li>Amended with fee rates from September</li> </ul>	N Hanlon	13 <sup>th</sup> March 2023	March 2025
1.5	Updated to show current accepted method of payment.	N Hanlon	16 <sup>th</sup> February 2024	March 2025