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## New Millside Pre-school FEES POLICY

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New Millside Pre-school is registered to receive Early Years Education Funding for eligible children. Funding starts the term after a child's 3<sup>rd</sup> birthday, or if eligible, the term after their 2<sup>nd</sup> birthday or the term after they turn 9 months. **Refer to our Educational Funding Policy and the Government website for more details.** If a child is not eligible, or goes over their funding entitlement, these sessions will be invoiced.

New Millside Pre-school is a registered charity 1031538. This policy is enforced to enable the pre-school to meet its running costs. The prompt payment of fees is vital to help the pre-school meet its financial obligations. Fees are reviewed annually and agreed by the committee.

**Our sessions are:** AM Only = 9-12 (3 hours), PM Only = 12.30-3.30 (3 hours), All day = 9-3.30 (6.5 hours).

### We send fee invoices for the following:

- Children who do not receive EYEF (Early Years Education Funding).
- Children who are over their Funded Hours.
- Late collection
- Late payment
- If Buckinghamshire County Council refuse our funding claim due to any of the following: - Parents/carers have failed to provide us with a valid code, failed to reconfirm their eligibility by the deadline, or because they have not informed us of other providers with whom they claim/claimed funded hours resulting in an overclaim, failure of completed forms, then the parent/carer will become liable to pay for the amount due for their child's attendance.

### The current fee scale until the end of Summer 2025:

- Under 3 = £23.00 per session
- Over 3 but not yet entitled to EYEF = £23.00 per session
- Over 3 but over allowance £23.00 per session
- Lunch session = £6.00 per ½ hour (*please note, the parent/carer must send the child in with a lunchbox*).

### The fee scale from the Autumn 2025 Term:

- Under 3 = £25.50 per session
- Over 3 but not yet entitled to EYEF = £25.50 per session
- Over 3 but over allowance £23.50 per session
- Lunch session = £6.50 per ½ hour (*please note, the parent/carer must send the child in with a lunchbox*).

### Lunch Session

If a child is funded and attends all day, the parent/carer can use the 0.5 hours from their funded hours but if their hours exceed their funding entitlement, the lunch session will be invoiced.

If you go over the funded hours due to attending lunch session(s) and you do not want to be invoiced for these, you do have the option to collect your child at 12 and return at 12.30 but they must have had their lunch before they return as our lunch session would have finished and our normal PM session will resume from 12.30pm.

### Invoicing

Invoices for fees will be issued through our invoicing software. This is currently 'Xero', you will be given as much notice as possible if we change software.

Invoices are sent out at the beginning of term (AUT01, AUT02, SPR01, SPR02, SUM01, SUM02) and are sent through Xero to the first named parent/carer email on the welcome pack forms. If you do not have an email address, these will be printed.

Invoices are calculated using the terms dates.

We include the pre-school phone number and email for any queries. Please see our Terms and Conditions below.

### Childcare Vouchers & Government's Tax-Free Childcare

If you pay using either mentioned above, please email [office@newmillsidepre-school.co.uk](mailto:office@newmillsidepre-school.co.uk) to confirm the name of your provider and the reference that will be used for payments. Additionally, notify us each time a payment is made so we can track it and correctly match it to your invoice, preventing any chasing emails about payment. If we do not have an account with your payment provider, please inform us, and we will try to set this up.

### Terms & Conditions:

- a. Payment for sessions will be due 2 weeks from the date of the invoice, *unless occasional extra sessions, please see below.*
- b. Four weeks notice will be required if children are withdrawn from the pre-school, unless exceptional circumstances such as medical.
- c. Method of payment is by bank transfer, our bank details are on the invoice.
- d. If notice is not given for children not returning, a full half term fees will be required.
- e. If your child does not attend sessions without letting the pre-school know for two weeks and without payment, we will terminate your child's place. We will also follow our safeguarding policy.

- f. Fees are payable up to the date of withdrawal and at the end of this notice period, even if a parent chooses not to send their child during the required notice period. *See Notice Period below.*
- g. If your child fails to attend sessions for 3 weeks with no authorised absence, funding will be cancelled, and an invoice sent for fees due, as funding will be recuperated by the Local Authority.
- h. If you are in arrears for two weeks or more, your child's paying session(s), lunch session(s) will be terminated, please remember that we are a charity.
- i. Payment plans are available for those that require. Please speak to the Administration and Finance Manager and see below.
- j. Fees are still liable for the following: short-term sickness, holidays, isolating due to pandemic and isolating due to government guidance after a holiday away, fees must still be paid as those sessions are reserved for your child to attend weekly and we have already paid staff costs etc.
- k. If payment is going to be late due to exceptional circumstances, you must notify the preschool by email to the administrator urgently and include the expected date the full payment will be received so the preschool can consider this. A payment plan is not needed as full payment is expected. Only if instalments are to be made will a payment plan be required.
- l. **Recovery of debt will be sought through the Small Claims Court. An application will also be made for our costs incurred in this procedure to be met by the parent.**

**Payment must be made two weeks after the invoice date (regardless of length of half term) and automatic reminders are sent through Xero on the following dates:**

- A reminder is sent the date before payment is due
- 7 days after the payment was due
- 14 days after the payment is due. This is a final reminder and if payment has still not been received your child's paying session(s) will be terminated. Inform the parent/guardian that their child will be excluded from their paid sessions for the rest of term if full payment is not received by the child's next session, include final settlement date. Full payment will also be required for the sessions lost due to exclusion.
- If no payment is received by the settlement date, the child will be excluded from all fee paying session(s) until full payment has been received.
- We reserve the right to apply a late payment fee if fees are not paid on time.
- Please note, if you send payment the day before it is due, late on a Friday etc and just before the above listed reminders are due to be sent out, we will not have had the opportunity to reconcile this in Xero and you will receive a reminder as these are sent automatically.

### **Occasional Extra Sessions**

Occasional extra session(s), that are not on our register, may be possible to book on request if we have the availability. Invoices will be payable before the extra session(s), unless discussed and agreed prior. Invoices are sent the same way via Xero. If payment is not received in time, unless otherwise agreed, we cannot guarantee the session(s) will still be available.

### **Late Collection Charge**

Pre-school must be notified if you are going to be late to collect. If no notice is given and this is a repeat occurrence a charge of £10 plus £1.00 per 5 minutes will be levied. A note will be made, and charges will be invoiced. Payment due date of these invoices is within 24 hours.

### **Payment Plans**

In cases of financial difficulties payment plans can be arranged with weekly/monthly payment of fees. These can be arranged through the Administration and Finance Manager. In this instance payment plans must be in place before the invoice due date and fees need to be paid before the beginning of the next term. In exceptional circumstances, we may agree to extend the spread of costs for fees. Once payment plans have been agreed and signed, Xero will be updated with payment amounts and dates due and reminders will be switched off. If payments are missed we may terminate the child's sessions.

If the invoice has not been paid by the payment date and the parent/carer requests a payment plan, we have a different plan available in exceptional circumstances.

### **Pre-school Closure & Fees**

In the event the pre-school has to close due to severe weather/other events for example: - no heating or water supplies, other unforeseen circumstances and circumstances out of our control etc, then fees are still payable for this time. If pre-school has to close for an extended period of time, then this will be reviewed per circumstance. In the event of a cancellation: - A member of school staff will endeavour to contact individuals by email, text or phone as soon as possible to do so. - School closures are reported locally radio stations such as Bucks Radio. We will also keep you updated on our Facebook page (please remember to like our Facebook page) and we also update on Bucks CC School Closure website.

### **Notice Period**

A 4 weeks written notice must be given should a parent wish to withdraw their child from the setting. Any circumstances that a parent feels may warrant an exception to the usual notice period must be discussed and agreed in advance. If a child fails to attend any sessions for 3 weeks without a return date in writing, funding will be notified and their place withdrawn and invoices will be issued to you for reclaimed funding.

If your child misses 2 or more of their allocated sessions/days and we have tried to contact you with no response, in the first instances under safeguarding guidelines we have a duty of care to your child to contact First Response for Advice. It is therefore vital that you communicate with us when there is sickness/holidays.