

New Millside Pre-school

FEES POLICY & PROCEDURE



New Millside Pre-school is registered to receive Early Years Education Funding for eligible children. Funding starts the term after a child's 3rd birthday, or if eligible, the term after their 2nd 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 setting operates fixed sessions only:

AM session: 9:00am – 12:00pm

PM session: 12:30pm – 3:30pm

All-day session: 9:00am – 3:30pm

- Children must attend for the full duration of their funded session(s).
- Early collection or late drop-off is only permitted where agreed in advance to manage a small overage of funded hours to avoid receiving an invoice.
- If a child attends beyond agreed times, session fees or late collection fees will apply.

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 fee scale from Summer 2026 Term:

- Under 3 = £28.50 per session (£9.50 per hour)
- Over 3 but not yet entitled to 3&4 year Early Years Educational Funding = £28.50 per session (£9.50 per hour)
- Over 3 but over allowance £27.00 per session (£9.00 per hour)

Exceeding Funded Hours – Available Options

Government funding stipulates that funded hours must be offered as a continuous stream, without artificial breaks. Therefore, if your child attends **over** their 15 or 30 funded hours, you will either be invoiced for the additional hours **or** you may choose to adjust attendance to remain within your funded entitlement and not receive an invoice, as outlined below: -

• 30-Hour Funding

If a child with 30 funded hours attends five full days, their total weekly attendance would be 32.5 hours. Your options would be:

Option 1 – Invoiced every half term for the 2.5 additional hours per week

Option 2 – Drop one AM or one PM session (your child would attend for 4 full days and 1 AM or PM = 29 hours) this will bring you within the 30 hours and you will not be invoiced.

Option 3 – Child attends from 11.30 on Monday or until 1:00pm on the Friday to remain within the 30 funded hours. Please note, your child will be starting/leaving partway through the session.

• 15-Hour Funding

If a child exceeds their 15 funded hours by 0.5 or 1 hour for example, your options would be:

Option 1 – Invoiced for the hours attended over 15

Option 2 – Child is dropped off later at their first full-day session of the week, or Child is collected earlier at the final full-day session they attend that week

The late drop-off or early collection time must equal the total number of hours over the funded entitlement

Late Collection Charge

Please notify the pre-school in advance if you anticipate being late for collection. If notification is not provided and lateness occurs repeatedly, a fee of £10 plus £1.00 for every five minutes will be charged. Documentation will be retained, and charges will be invoiced with payment required within 24 hours. If your child exceeds their funded hours and enters non-funded session time without prior notice or exceptional circumstances, session fees may also apply.

We recognise that unforeseen or exceptional circumstances may occasionally result in a late collection. In such cases, please ensure the pre-school is informed beforehand. If no notice is given, there are no reasonable or exceptional circumstances, or lateness is recurrent, the charges will be imposed.

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 each half term:

- Autumn Term – AUTUMN 01 & AUTUMN 02

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- Spring Term – SPRING 01 & SPRING 02
- Summer Term – SUMMER 01 & SUMMER 02

Invoices are calculated using the terms dates for that academic year.

Invoices are sent from 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.

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 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:

- Payment for sessions will be due 2 weeks from the date of the invoice, *unless occasional extra sessions, please see below.*
- A notice period will be required if children are withdrawn from the pre-school, unless exceptional circumstances such as medical, please see below for Notice Period.
- Method of payment is by bank transfer; our bank details are on the invoice.
- If notice is not given for children not returning, a full half term fees will be required.
- 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.
- 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.*
- 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.
- 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.
- Payment plans are available for those that require. Please speak to the Administration and Finance Manager and see below.
- 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.
- 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.
- 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/over the weekend/half term 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.

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 be 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

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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 and WhatsApp Community – please make sure you join and like our Facebook page, and we also update on Bucks CC School Closure website

Notice Period

We require a half terms notice if you wish to cancel your child’s place at the Preschool.

We require at least a 4 weeks’ notice to reduce their sessions, which will be applied for the following half term.

Any circumstances that a parent feel may warrant an exception to the usual notice period must be discussed and agreed in advance.

Funding claim periods correspond to every half term. (Please note, if transferring to another setting on a different offer, this is every new full term).

In exceptional circumstances it may be agreed with Bucks Council to transfer funding to another provider.

Please also see our Educational Funding Policy and our Attendance Policy & Procedure.