

Policy & Procedure for the Payment, Collection and Non-Payment of Fees

- Fees are payable on a termly basis.
- Parents are notified of the required fees at the start of each term by invoice.
- The invoice clearly shows the amount due.
- We offer varied methods and terms of payment of fees.
- Payment in bank transfer or by childcare voucher scheme is our preferred method of payment.
- Cash payments can be made by prior arrangement with the Administrator.
- All cash payments should be presented to pre-school in a sealed envelope marked clearly with your child's name and amount enclosed.
- Fee payments are checked by the Administrator and paid to the bank.

As an Ofsted registered pre-school, we receive government funding for eligible 2, 3 and 4 year old children enrolled in our setting.

Parents are entitled to use their funding between any registered settings.

Children in receipt of funding are entitled to use their weekly entitlement for 38 weeks a year, during term time only, subject to availability.

To access local authority funding, a Parent/Provider Agreement must be completed and signed. This form will be sent to you and must be returned by the stated deadline. If the signed agreement is not received on time, your child's place may not be eligible for funded hours, and full fees may apply.

An Enhanced Experience Charge on Funded Hours : Government Funding covers the core provision of the Early Years Foundation Stage. A Enhanced Experience Charge per funded hour will be payable by all funded children (unless opting for core provision only – see Funding Policy) and will be invoiced accordingly.

Our operating hours/setting opening hours are Monday to Thursday 8.30am-3pm and Friday 8.30am-12.30pm, term time only.

Where the child is not yet in receipt of funding, fees will apply. Please refer to our Timetable and Chargeable Hours Schedule.

For some Working Families the Government offer a Tax Free Childcare Scheme. Information can be found on the Best Start in Life Government Website www.beststartinlife.gov.uk.

Some employers offer schemes where fees can be paid through them. We are normally able to accept payment under these schemes and already accept payment through some services. The Administrator will, where possible, set up an account with any childcare voucher scheme used by a parent/carer of a child within the Wendover Pre-school.

However payment is made, fees are payable regardless of whether your child is able to attend or not, i.e. holiday, illness or deferral of space on register by parent/carer. We will not refund fees for days when the pre-school is closed for reasons beyond our control, e.g. weather and implementation of emergency contingency plan.

We also ask that 4 weeks notice is given before withdrawing your child from our sessions.

If notice is not given we reserve the right to charge fees for a maximum of 4 weeks. This also applies to children in receipt of funding.

Late or Non-payment of Fees

- To ensure the viability of the pre-school in respect of monetary issues, all fees must be paid, or an agreement in place, by the end of each term.

Late payment of invoices will incur a charge of 50p per day

- It is however our intention to be sympathetic to the needs of your child/ren when families encounter financial difficulties whilst competently collecting outstanding amounts as they fall due.

Difficulty with Fee Payment

- If a parent/carer has any problems regarding the payment of fees, they must immediately contact the Pre-school Manager, Administrator or Trustees before fees mount up.
- In the event of a personal crisis, and in exceptional circumstances, the pre-school may consider an option of instalments or alternative funding. This will only be approved after consultation between the parent/carer and the Trustees.
- Fees are payable by the date specified on the invoice. Unpaid fees have a detrimental effect on the pre-school and must be resolved.
- A written reminder letter for unpaid fees will be issued as soon as possible after the payment date has passed. We will allow a maximum of 2 weeks to settle the fees due.
- A second written reminder letter will be sent at the end of those 2 weeks following the letter above. We will allow a further week to settle the fees due. If non-payment persists, and no arrangements have been agreed and accepted by both parties, we reserve the right to withdraw the child(ren)'s place from the pre-school. **Such action would only be taken after full discussion with the parent/carer and after one week's written notice.**

In the continuous absence of payment in full, action will be pursued through the English Legal System.

Fees will be reviewed at the Trustees discretion.
