

Fee Payment Policy

November 2023

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 Pre-school meet its financial obligations.

Fee rates (from 1st April 2022)

2-year olds

- £6.33 per hour

3 & 4-year olds

- £5.33 per hour

Extended hours

If children stay for our extended hours then the charge is £6.50 for the two hours. Children must be booked for the whole 2 hours and we do not offer an hourly rate.

For academic year 2023 24 the extended hours are; Monday to Friday between 3-5pm.

Additional Charges

- £25 deposit/registration fee (payable on acceptance of our Terms & Conditions to secure a space). This may be waived for families solely accessing funded hours.

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 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.

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

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 Pre-school or reduce their sessions, we will require a full half term's written notice.

Methods of payment

We accept payment through the following methods:

- Bank transfer
- Employer Childcare Vouchers;
- Tax Free Childcare Payments.
- **Square** (visa debit card payment system)

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 Pre-school 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 Pre-school 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 Pre-school 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-term's fees will be charged in lieu of notice.

Please note that this is applicable to both fee-paying families as well as those using their Early Years Funding entitlement. 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.

Version	Changes made	Author	Date	Review Date
1.0	Baseline version	H Clarke	14 th October 2020	September 2021
1.1	Review – no changes	H Clarke	20 th September 2021	September 2022
1.2	Updated to include Square card payments	H Clarke	6 th December 2021	September 2022
1.3	New Logo	H Clarke	16 th November 2022	September 2023
1.4	Updated prices and added information extended hours	H Clarke	16 th November 2022	September 2023
1.5	Updated the extended hours information	H Clarke	November 2023	September 2024



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