



Preschool Fees and Payment Policy

1. Invoicing

- Monthly invoices will be issued to parents/carers of non-funded children and children exceeding their government-funded hours
- Billing will occur **monthly**, except at the beginning of the school year, when the **first invoice is issued for September and October together.**
- Each invoice will include the billing dates, the number of sessions covered by Free Universal Funding, and the corresponding funded hours.
- If a session is missed due to a Bank Holiday or Inset Day, **Universal Funding will still be applied to the remaining hours within that week.**
- If a child does not receive their full annual entitlement (570 or 1140 hours) due to Bank Holidays or Inset Days, these hours cannot be carried forward or reclaimed in another session.
- Invoices will be distributed in **sealed envelopes** via children's bags.

2. Payment

- **Fees are still payable** even if a child is absent due to sickness or other personal arrangements.
- Our **preferred payment method** is **direct bank transfer** to the school account.
- **Cash** payments are also accepted.
- We accept payments through various **childcare voucher schemes**—please speak to the Finance Officer for details.

3. Overpayments

- In the event of an overpayment, parents/carers must indicate whether they would prefer a refund or the excess credited toward the next invoice

4. Payment Deadline

- Payment must be made **within 14 days** from the invoice date, unless an alternative arrangement has been made with the Finance Officer.

5. Late Payments

- If payment is not received within 14 days a **statement and reminder letter** will be sent and a **5% late fee** will be applied **every two weeks** until the balance is cleared.
- If payment or communication has still not occurred by the **end of the month**, parents/carers will be **invited to** discuss and agree on a **payment plan with Mrs Jenkins and Finance Officer**.

6. Payment Plans

- Once a payment plan has been agreed upon, payments must be made as per the agreed terms. Failure to comply may result in the **child's place being withdrawn**.

7. Unpaid Fees

- Children **without government funding** and with unpaid or unarranged debt at the end of the month will **lose their place** at the preschool.
- For children **exceeding their funded hours**, unpaid fees will result in hours being **reduced to the basic government-funded entitlement only**.
- Children who are due to receive funding in the next term will **not be offered a place** unless an agreed **repayment plan is in place**.
- If a child leaves preschool with outstanding fees, the school will **pursue recovery through the Small Claims Court**. This is standard practice across many early years settings.

10. Attendance

- Regular attendance is essential. If a child is absent for an **extended period without communication**, they may **risk losing their place**.

11. Leaving the Preschool

- Please provide **four weeks' written notice** if your child will be leaving the setting. This allows us to offer the space to another family on the waiting list and adjust any relevant funding allocations.