



Fee Payment Policy 2023/2024

To ensure the continued high standard and sustainability of the Preschool, we must ask parents/carers to respect the policy regarding fees. Policies are in line with the terms and conditions and is accessible from our webpage at: www.alnbpreschools.co.uk

Deposit

Once you have been offered a place at the preschool, parents/carers are required to complete and sign 1) a Registration forms (Registration Pack), and 2) a Parent Declaration form if your child is having funded sessions with us. A Deposit and an Administration fee will be taken to secure a place for your child. Please be aware that all the above conditions must be met for a successful enrolment.

The amount of deposit is £45.00 per child, and the administration fee is £25.00 per child, this makes a total of £70.00, and is required to be settled within the same week when the Registration Pack and Parent Declaration form (if applied) is signed and returned. The £45.00 deposit will be refunded within 1 month of the time your child has left our preschool at the end of their final Academic year. We reserve the right to not refund the deposit if your child fails to attend on the date as agreed or in the event of withdrawal earlier than your child last Academic year¹ with our Preschool.

Sessions and club Fees

Consumable fees are included in our Standard Fees.

Standard Fees per session/club	
Morning Session (8.45am to 11.45am)	£24.00
Afternoon Session (12.15pm to 3.15pm)	£24.00
All Day Session (8.45am to 2.45pm)	£48.00
All day Session plus 30 minutes Club (8.45am to 3.15pm)	£51.50
(For 30 hours free childcare – All Day session) Plus 30 minutes Club (2.45pm to 3.15pm)	£3.50

¹ Academic year starts in September and finishes in July, according to our Local Authority – Term dates are sent to you by email.

Consumable fee

When your child is eligible for Government funded sessions (places for 3-4 years old) we ask for a voluntary consumable fee of £1.00 per session that can be paid in full, term time or per month in advance (this can be discussed with our administration team). The Consumable fee covers snacks, consumables and other activities. Please contact our Administration team to discuss alternative options.

2-year-old Government funded children will not be asked to voluntarily contribute to Consumable Fee. But when the child turns 3 and transits from Free early education for 2-year-olds to 15 hours free childcare or 30 hours free childcare, we will ask you for a voluntary contribution.

Invoices

- All our fees are invoiced on a monthly basis and are issued mid-month for the following month. We are sending invoices by email prior to your child starting.
- You will be given the option to settle your Consumable fees:
 - Per month, and the invoice will be issued mid-month for the following month.
 - Per term, and the invoice will be issued mid-month before the start of each term (for Autumn term you will be invoiced mid-August; for Spring term you will be invoiced mid-December; for Summer term you will be invoiced mid-March).
 - Per year, we also give you the option to settle your invoice for the whole year when your child starts Pre-school. The invoice will be issued mid-month before your child starts.
- Payments should be received via internet banking and/or cash by the end of each month.
- Late payments incur a late payment fee of £10 a week for each week the invoice is overdue. Please see procedures for non-payment of fees below.
- Fees remain payable if parents fail to return their Government Funding application form by the deadline stated and the preschool is unable to claim that child's funding for the term.
- Fees remain payable when we are unable to claim funding because parents decide to opt out from sessions without giving at least one-month notice.
- Fees remain payable on all sessions booked whether or not your child attends the preschool, and this includes sessions missed for family gatherings, holiday or sickness.

- o Fees remain payable when the preschool is closed due to reasons beyond our control (snow, flood etc.)
- o All fees are subject to an annual review. However, we reserve the right to increase the fees at other times upon giving one calendar month's written notice to the Parent/Carer.

Procedures for Non-payment of fees

1. An electronic invoice is issued at least 7 days prior to the start of the month.
2. **After 5 days:** an electronic reminder sent to parents/carers for fees and a late payment fee of £10 incur from day 7.
3. **After 14 days:** a late payment fee of £20 incur from day 14.
4. **After 21 days:** a warning that Child's place will be withdrawal if payments are not received within 7 days.
5. If there are still outstanding fees remain, the child's place will be withdrawal and the preschool will start proceedings with the small claim court to recovery debt.

Late Collection charge

We would like to invite our parent to respect our operating time as our staffs have families to care after-school. In the inevitable case of late collections, we reserve the rights to charge each additional 15 minutes for £10 and if parents are going to be 20 or more minutes late, you will be charged with the whole hour, which is £25.

Your late collection charge needs to be settled within 7 days and we will handle any failed payment in the same procedures for non- payment fees.

Withdrawal of your child's place at the Pre-school

Please discuss with us about your concerns before you decide to withdraw from our preschool. If you decide to proceed after discussing with us, we require at least a one-month notice by completing the 'Notification of Leaving Date' form, which can be found from our website. Fees will remain payable for the time being.

We reserve the right to not refund the Deposit in the event of withdrawal earlier than the child last academic year with our preschool.

Please tick one of the boxes below.

(Please contact our office if you have any questions about the consumable fees before ticking any box. We will give alternative options and advise on how to proceed.)

- I confirm I wish to contribute with £1.00 per session for Consumables for my child.
- I am unable to contribute to the Consumables, but I agree to bring my child own healthy packed snack, additional resources according to preschool activities, or any consumable requested by the Pre-school, per session. On occasions that the Pre-school have to supply the above in case it was not packed accordingly, I agree to cover the cost with £1.00 per session.

I have read and understood the Pre-school Fee Payment Policy:

Parent's/Carer's name: _____

Parent's/Carer's signature: _____

Date: _____