

09 Early years practice



09.01e Fee Payment Policy

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.northbusheypreschool.com

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 All About Me form), 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 £50.00 per child, and the administration fee is £35.00 per child, this makes a total of £85.00 and is required to be settled before the Registration forms and Parent Declaration form (if applied) are signed and returned. The £50.00 deposit will be refunded at the end of your child's first term with us. 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's first term 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)	£28.00
Afternoon Session (12.15pm to 3.15pm)	£28.00
All Day Session (8.45am to 2.45pm)	£56.00
All day Session plus 30 minutes Club (8.45am to 3.15pm)	£60.50
30 minutes club (from 11.45am to 12.15pm or 2.45pm to 3.15pm)	£4.50
Breakfast Club (8.15am to 8.45am)	£7
Afternoon Club (3.15pm to tbc)	£14/hour TBC

Consumable fee

When your child is eligible for Government funded sessions (childcare support for 2-year-olds, 15 hours free childcare 3-4 years old and 30 hours free childcare) we ask for a consumable fee of £1.80 per session that can be paid in full or term time in advance (this can be discussed with our administration team). The Consumable fee covers snacks, consumables and other activities. Consumables details can be found on the preschool Key Information document.

Consumables are included on standard fees for sessions that are not using Government funded sessions.

Invoices

- Our sessions fees are invoiced on monthly basis and are issued mid-month for the following month. We are sending invoices by email prior to your child starting.
- The Consumable fees can be settled:
 - 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 by the end of each month.

- Late payments incur a late payment fee of £20 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 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 session missed for family gatherings, holiday or sickness.
- Fees remain payable when the preschool is closed due to reasons beyond our control (snow, flood etc.)
- It is parents/carers responsibility to ensure all documents are signed or signatures are obtained in time of the child's enrolment (e.g., on Individual Health Plan, for children requiring lifesaving or invasive medication and/or care, the requirement of the child GP signature), fees remain payable if the child enrolment is delayed.
- 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 £20 incur from day 7.
3. **After 14 days:** a late payment fee of £40 incur from day 14.
4. **After 21 days:** a late payment fee of £60 and 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.
6. We reserve the right to give parents and carers one month notice to either withdraw the child's place or reduce hours to Government funded sessions, in case of recurrent late payment (3 times).

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 £20 for the first 15 minutes and £10 every five minutes thereafter.

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.

By signing below I confirm I have read and understood the Pre-school Fee Payment Policy:

Parent/Carer's name: _____

Signature: _____

Date: _____