

09 Early years practice



09.01e Fee Payment Policy

To ensure the continued high standard and sustainability of the Preschool, parents/carers are required to adhere to this Fee payment policy.

This policy should be read in conjunction with the Preschool terms and Conditions and is available on our website: www.northbusheypreschool.com

Deposit and Administration Fee

Once you have been offered, parents/carers are required to complete and return all required registration documentation, including:

1. Registration Pack
2. Parent Declaration form (if the child is accessing government-funded hours)

To secure a place, the following fees are required before registration documents are signed and accepted:

- Deposit: £50.00 per child
- Administration fee: £35.00 per child
- Total payable: £85.00

The £50.00 deposit will be refunded at the end of the child's first full term, provided the child has started on the agreed date and all fees are fully settled.

North Bushey Preschool reserves the right **not to refund the deposit** if:

- the child fails to start on the agreed date, or
- if place is withdrawn before completion of the first term

Fee Structure Overview

The Preschool charges fees made up of separate elements, depending on how sessions are accessed:

1. **Sessions Fees** – charged for self-funded sessions
2. **Club fees** – charged where additional clubs are booked
3. **Consumable Fees (Band-Based)** – charged to all children

Sessions and Club Fees (Self-Funded Hours)

Self-funded sessions and additional clubs are charged at the following rates:

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

Sessions and club fees are payable for all booked sessions, whether or not the child attends.

Consumable Fees – Annual Band System

Consumable fees cover snacks, craft materials, learning resources, and other curriculum-related consumables used by children attending North Bushey Preschool.

Consumable fees apply to all children, including those who are:

- Fully self-funded, and
- Accessing government-funded hours.

Consumable fees are separate from session and club fees and are payable in addition to any self-funded sessions charges.

Payment of session or club fees does not include consumables, unless explicitly stated.

Consumable Fee Bands (Annual Fee Paid By Monthly Instalments)

Band	Weekly Attendance	Monthly Consumable Fee
Band A	2 - 3 sessions per week	£20
Band B	4 – 5 sessions per week	£25
Band C	6 – 10 sessions per week	£35

Consumable fee bands are allocated by the preschool based on the child's agreed weekly attendance. Parents/carers are responsible for selecting the sessions they wish their child to attend and for reading the Key Information document provided at the time of application. Occasional absences do not reduce the consumable fee.

Any changes to a child's attendance must be requested in writing and may result in a change to the applicable consumable band.

Age-Based Consumable Adjustments

- 2-year-olds: A supplement of £5 per month applies to the consumable fee band
- 3- and 4-year-olds: No consumable supplement applies from the term after the child turns 3

How Consumable Band Fees and Monthly Invoices Work

Consumable band fees represent an annual consumable charge, calculated according to the child's agreed weekly attendance across the academic year.

The annual consumable fee is divided into 10 equal monthly instalments for invoicing purposes.

December is a non-invoiced month; however, consumable costs for the academic year continue to apply. The billing cycle resumes in January.

Invoices including consumable instalments are issued in the following months only: September, October, November, January, February, March, April, May, June and July.

Monthly invoices represent instalments of the annual consumable fee and do not correspond to consumables used within a single calendar month.

This invoicing structure does not increase or reduce the total annual consumable cost.

Government Funding and Consumables

Government-funded hours contribute towards childcare costs only. They do not cover consumable costs.

Fees remain payable if:

- funding forms are not completed and returned by the stated deadline, or
- funding cannot be claimed due to parent/carer action or inaction.

If parents/carers reduce sessions or opt out of funded hours without providing at least one month's written notice, fees remain payable.

Invoices and Payment Options

From April 2026, the preschool will operate monthly invoice as standard.

- Invoices are issued electronically mid-month for the following month
- Payment must be received by the due date stated on the invoice
- Payment is made via internet banking

Parents/carers may choose to pay:

- Monthly (standard method), or
- Termly in advance, or
- Annually in advance,

By prior arrangement with the administration team.

General Fee Conditions

Fees are payable for all booked sessions, whether or not the child attends, including absences due to illness, holidays, or family commitments.

Fees remain payable if the Preschool is required to close due to circumstances beyond its control (e.g. severe weather, flooding).

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.

The Preschool reserves the right to amend fees at other times by giving one calendar month's written notice.

Procedures for Non-Payment of Fees

Invoices are issued at least 7 days before the start of the invoiced month. Failure to pay fees by the due date will result in the following procedure:

1. **Day 1 – Invoice Due Date** – Payment is due.
2. **Day 7 – Overdue** – An electronic reminder is sent.

3. **Day 14** – Late – If payment remains outstanding, a late payment fee of £20 is automatically applied.
4. **Day 21** – Very Late - If payment remains outstanding, the late payment fee increases to £40 in total. A formal warning letter is issued stating that the child’s place is at risk of withdrawal if payment is not received within 7 days.
5. **Day 30/31** – Withdrawal - If fees remain unpaid, the child’s place will be withdrawn with immediate effect. The Preschool reserves the right to commence small claims court proceedings to recover outstanding fees

Director’s Discretion

Late payment fees are applied automatically. However, the Preschool Director may, at their discretion, waive or reduce late payment fees in exceptional circumstances only, where evidence of genuine hardship is provided.

Repeated Late Payments

If late payment occurs three times within a 12-month period, the Preschool reserves the right to give one month’s written notice to:

- withdraw the child’s place, or
- restrict attendance to government-funded hours only.

Late Collection charge

Parents/carers are expected to collect children promptly at the end of their booked sessions. Late collection charges apply as follows:

- £20 for the first 15 minutes
- £10 for every additional 5 minutes or part thereof

Late collection fees must be settled within 7 days. Failure to do so will follow the same procedures as non-payment of fees.

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

Parents/carers considering withdrawal are encouraged to discuss concerns with the Preschool before making a final decision.

If withdrawal proceeds, one full calendar month’s written notice is required by completing the “Notification of Leaving Date” form available on the Preschool website.

Fees remain payable during the notice period.

The Preschool reserves the right not to refund the deposit if a child is withdrawn before their final academic year at the Preschool.

Declaration

By signing below, I confirm that I have read, understood and agree to comply with North Bushey Pre-school Fee Payment Policy.

Parent/Carer’s name: _____

Signature: _____

Date: _____

Policy reviewed: February 2026

Next review due: February 2027