Fees Policy

Parkside Pre-School pride ourselves in being as flexible as possible to suit each and every individual families, this includes where funding and fees are concerned. However we do have to run the setting efficiently and to the highest standard so we must ensure fees and funding is handled in a fair manner.

We provide Pre-school education to children from the age of 18 months – five years of age. Pre-School fees are either Government funded, paid through childcare vouchers or paid privately by families.

* Families are invoiced a month in advance advising them of any fees payable and are required to pay 14 days after receipt of the invoice. Fees being paid by the 1st of every month.
* If fees have not been paid within 14 days and parent/carer has not discussed this with our administrator or management you will incur a £10 a week late payment charge per outstanding invoice.
* An administrative fee may be added to your bill should the situation require additional time. This will be at the discretion of the committee and manager.
* If the fee is not paid and parent/carer have not arranged a payment plan with us we will send a reminder/statement and if this is not paid then your child’s place will be suspended and your child can not attend until the balance is resolved either with a payment plan or in full. (only funded hours can be accessed, these will be your original agreed funded hours)
* We ask parents/carer to contact Sarah our administrator if they are experiencing any difficulties in paying.
* If payment isn’t made as arranged the child’s place will be suspended until the balance is paid. (funded hours can be accessed)
* If a child is absent due to sickness or holiday, fees are still chargeable. (breakfast and dinner if in advance can be cancelled)
* If a family cancels their place during the half term the following will apply :
* Government funded – no cancellation charge (if funding has been received we will not transfer the funding to another setting unless this is exceptional circumstances).
* Fee payers – one months notice period and the fee is non refundable
* Fee payers MUST give one month’s term time notice of leaving the setting and fees are due, if you do not pay these you may be taken to a small claims court to regain the income.
* Funded children we do require one month’s term time notice as we have put staff in place to ensure we can be in ratio. We have the right to refuse to transfer funding if we have claimed.
* Once funding is applied for, we cannot transfer this to another setting.
* All funded 3-4yr old children we require a monthly service charge to cover the costs that are not covered by the Government. These are as follows £15 for 15hrs or £20 for 30hrs this contribution covers our extra-curricular activities –like sing and sign, administration fees, snacks, sensory resources, digital learning journeys and our community visits such as the park/market etc.
* Should you require additional hours but you have outstanding bills, it will be at the discretion of the manager as to whether they will allow the additional hours. In most cases the balance should be up to date before additional sessions can be accessed.
* Should your child be booked in for lunches and not attend the fee is still due, this is because we then gain food waste. The exception is if a child is going on holiday or has an appointment, You should give at least one week’s notice (by the Wednesday of the week prior to absence).
* If you wish to stop a child having a lunch you must give a week’s notice also.
* Holiday club can be booked and invoiced separately. Holiday club requires payment in advance and is non-refundable.
* The pre-school manager and the committee have the right to suspend additional hours/extra hours above funding if fees are unpaid.

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| This policy was adopted by | Hadleigh Parkside pre-school | *(name of provider)* |
| On | January 2024 | *(date)* |
| Date to be reviewed | January 2025 | *(date)* |
| Signed on behalf of the provider |  | |
| Name of signatory | Chloe Bambridge | |
| Role of signatory (e.g. chair, director or owner) | Manager | |