



## **High Legh Preschool Nursery - Fees and Payment Policy**

### **Fees Policy**

High Legh Preschool Nursery is a non-profit making charity and we require prompt payment of invoices to ensure the smooth running of the nursery. We operate a service which is fair and competitively priced. We aim to offer a high-quality service, in a safe and stimulating environment where the needs of individual children are met. Children can access care from 0800- 1800 Monday to Friday. There are limited spaces available for term time only places Monday – Friday. High Legh Preschool Nursery is in receipt of the Free Early Education Entitlement, all children are entitled to a free early education place starting the term after their third birthday, some children will be eligible for two-year-old funding if they meet certain criteria. The entitlement is 15 hours of free early learning and care per week, provided over a minimum of 38 weeks of the year. Some children are eligible for an additional 15 hours of childcare. These additional hours are only for children aged 3 and 4 and parents must meet certain criteria to qualify. (see 30 hours funding policy) This policy refers to any sessions attended by children that are not covered by the entitlements, also any fees for meals and additional activities or services provided by the Pre-school.

### **Payment of fees**

Fees are paid in advance. Once attendance has been established parent / carers will be given an invoice for their chargeable sessions. Any additional sessions will be added/deducted to the next bill. Payment will be required before the start of term or 1 week after the invoice date. Payments can be made by cheque or bacs payments. We do not accept cash payments for amounts over £30. Cheques should be made payable to High Legh Preschool Nursery, BACS payments are preferable and should include your child's name or surname as a reference so we can trace your payment Fees are reviewed on a yearly basis in the Summer term or as deemed necessary by the Committee. Parents will receive 6 weeks' notice of any changes to fees.

### **Childcare vouchers/Tax free childcare**

We are registered to accept payment via tax free childcare payments and various childcare voucher schemes, which can be used for full or part payment of fees. Please ask for details.

### **Sickness/Holidays**

Please note that fees continue to be payable if a child is absent. Sessions missed due to illness cannot be 'swapped' to another session. (see Attendance policy) Holidays during term time are not encouraged and fees are still payable if a child is absent due to a holiday. In the case of prolonged illness or hospital admissions please inform to the Nursery Manager Administrator as fees for such absences are at our discretion.

## **Sessions**

Each child's attendance at High Legh Preschool Nursery is conditional upon continued payment of any necessary fees. Sessions are agreed for your child on a termly basis. Sessions cannot be 'swapped' for another if your child cannot attend a session. Children may attend additional ad hoc sessions if places are available, these must be booked in advance and are at our discretion. Any permanent change to the days your child attends, including a reduction in the number of sessions, must be made before the start of a new term and will be implemented from the following term. Any changes in-term are at our discretion to ensure the necessary staffing is in place to care for the children.

Fees will still be payable if a child reduces their sessions midterm if the required notice has not been given. No refunds will be given for sessions not attended.

## **Late payment of fees**

As a charity we feel that Childcare should be accessible to all. If you have any problems coping with the fees, please approach us in the first instance. Your situation will be considered in the strictest of confidence, and we will do our utmost to help by offering a payment plan to assist you. Where parent/carer's fails to establish contact or maintain arrangements, recovery action will continue as follows:

- A payment reminder letter will be sent out after the initial payment due date has expired, fees will be expected within a further 14 days and the parent/carer will be encouraged to discuss any difficulties they may be experiencing with payment.
- If after 14 days fees continue to be outstanding the parent will be sent a further letter asking for fees to be paid within an additional 14 days. The letter will state that if fees are not received within this period then:
- Proceedings through the small claims court will be instigated to reclaim the outstanding amount.

N.B A late payment charge of £5 will be added to any reminder letter sent for overdue fees

## **Termination of the contract**

High Legh Preschool Nursery reserves the right to terminate the contract without notice in the event of unsuitable behaviour of parents or non-payment of fees following the non-payment procedure. At all other times one months' notice in writing will be given. If you wish to terminate your contract with us then 4 weeks' notice in writing is required.