

Fee Payment Policy 2021

To ensure the continued high standard and sustainability of the preschool, we must ask parents/carers to respect the policy regarding fees. Some information is added in the light of current pandemic*, many policies are in line with the terms and conditions and is accessible from our webpage at: <https://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 and 2) a parent declaration form, if your child(ren) is having funded sessions with us. A deposit will be taken to secure a place for your child(ren). Please be aware that all the above conditions must be met for a successful enrolment.

The amount of deposit is £70 per child and is required to be settled within the same week when the registration form and parent declaration form (if applies) is signed and returned. A £10 registration fee will be taken from the deposit and the remaining will be **refundable** at the end of the term when you child(ren) started with us on the date as contracted on the registration form. We reserve the right to not refund the deposit if you child(ren) fails to attend on the date as agreed.

Invoices

- Fees are invoiced on monthly basis. We are sending invoices by email prior to your child starting.
- 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 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.)
- 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.

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 preschool

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.

Covid-19 related fee payment policy*

- If your child has to isolate due to Covid-19 guidelines, all preschool fees are still payable.
- If Preschool has to close due to Covid-19 restrictions less than and equal to a month, all preschool fees are payable.
- If parents decide to not attend preschool due to Covid-19 for more than a month while we are still operating, a non-refundable retainer fee is payable. The retainer fee will be 50% of their monthly fee or £70, whichever is higher.

Parent's/Carer's name: _____

Parent's/Carer's signature: _____

Date: _____