

Fee Payment Policy

Deposit

Once you have been offered a place at the Pre-School, parents/carers are required to complete and sign a registration form to us.

We take a refundable deposit, **from all**, to secure a place for your child(ren). Please be aware that all the below conditions must be met for a successful enrolment.

The amount of the 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. If you have more than one child with us/joining then please ask for further information regarding the deposit.

£60 of the deposit will be **refundable** at the end of the term when your child(ren) started with us, on the date as contracted on the registration form. This takes into account a non-refundable charge of £10 to cover admin fees.

We reserve the right to not refund the deposit if you child(ren) fails to attend on the date as agreed.

Bank details are at the bottom of the page.

Invoices

- Fees are invoiced on a monthly basis. We send invoices by email prior to your child starting.
- Payment 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 the deadline stated and the Pre-School 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's notice.

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 is sent to parents/carers and a late payment fee of £10 will incur from day 7.
3. **After 14 days:** an electronic reminder is sent to parents/carers again and a late payment fee of £20 will incur from day 14.
4. **After 21 days:** a final reminder will be sent to parents/carers along with a warning that the child's place will be withdrawn if payments are not received within 7 days.
5. If there are still outstanding fees remaining, the child's place will be withdrawn and the Pre-School will start proceedings with the small claims court to recover the debt.

Late collection charge

We would like to invite our parents/carers to respect our operating time as our staff have families to care for after school. In the inevitable case of late collections, we reserve the right to charge each additional 15 minutes at £10 and if parents are going to be 20 or more minutes late, you will be charged for the whole hour, which is £25.

Your late collection charge needs to be settled within 7 days and we will handle any failed payment with 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 Pre-School. If you decide to proceed after discussing with us, we require at least one month's notice by completing the 'Notification of Leaving' form, which can be found on 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 Pre-School fees are still payable.
- If the Pre-School has to close due to Covid-19 restrictions, less than and equal to a month, all Pre-School fees are still payable.
- If parents/carers decide to not attend Pre-School due to Covid-19 for more than a month, 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: _____