



## **Payment Policy**

### **Statement of Intent**

It is our intention to ensure all parents and carers are fully aware of their responsibilities to pay, where appropriate, for the Pre-School care and education and that proper procedures are taken to recover all monies due in an appropriate manner.

### **Aim**

We aim to ensure that all parents and carers pay their fees within a reasonable timeframe. We aim, where possible, to make payment plans to help parents and carers who may have difficulty paying their fees.

### **Methods**

- Pre-School fees will be made clear to parents before they enrol their child in the Pre-School.
- Fees are payable for places booked and not days attended. All holidays taken within term time must be paid for. Absence due to illness must also be paid for.
- Early Years Entitlement Funding must only be used between the hours of 9.00 am to 3.30 pm and cannot be used for either Breakfast Club or Early Bird Sessions.
- Parents will be made aware to any changes to the fees and will be given a minimum of four weeks' notice.
- Invoices will be issued (via XERO) at the beginning of each month and are to be paid within seven days.
- Preferred method of payment is BACS. However, cheques (made payable to Madley Pre-School) or cash are also accepted.
- We also accept childcare vouchers through schemes run by many employers. We are registered with the Government Tax free scheme and payments can be made via the government account.
- Payment of Pre-School fees is the responsibility of the parent/carer and not the Pre-School.
- All the financial information will be kept confidential.

### **Consumable Charge**

- The Early Years Entitlement Funding is intended to deliver free, high quality, flexible childcare. It is not intended to pay for the cost of meals, drinks, snacks and other consumables, extra hours or additional activities. To cover this, a Consumable Charge of £3.00 per day or £1.50 per morning or afternoon session (or part of) is added for government funded sessions/hours.
- Although the Consumables Charge is set as a voluntary contribution, parents who do not choose to pay may be given a list of consumables to provide each day, e.g. snacks.
- Any hours that fall outside of the Early Years Entitlement Funding are charged in line with our standard fees.
- Early Years Entitlement sessions are offered in line with the DfE and Local Authority Codes of Practice and are subject to their terms and conditions.



- It is the parents responsibility to ensure that their application for EYEF is made in line with the LEA's requirements. Late, incomplete or invalid applications may result in Pre-School fees being charged, at our normal rates.
- Children in receipt of EYPP or Disadvantaged 2 year old funding, will not be charged for consumables.

In the event of non-payment of fees, the following steps may be taken:

- An automatic reminder from ZERO to pay will be sent to the parent/carer after seven days.
- If fees are not paid within one week of the invoice, a final reminder will be sent.
- If fees are not paid within one week of a final reminder, or an initial payment has not been made, as part of the payment plan, this could incur an additional £10.00 administration charge. A letter will be sent asking the parent/carer to reduce the hours that their child(ren) attend Pre-School to EYEF sessions only, or non-attendance if the child is not eligible for EYEF. This must be accompanied by a payment plan to pay off outstanding fees.
- If fees are not paid or a payment plan has not been adopted within two weeks of this final reminder, the partner/carer will be asked to remove their child(ren) from attendance.
- Children from the same family, who are not currently attending, will not be allowed to attend Madley Pre-School at a later date if fees are not paid within the given timeframe above, for existing children attending the Pre-School.
- A Late Pick-up Fee of £10.00 will be applied to children who are regularly not collected more than 10 minutes late.

In the event of true hardship, a payment plan and place for a child will be allowed at the Managements Discretion. All of the above correspondence will be dealt with by the Pre-School Treasurer and/or Management Sub-Committee and will be kept confidential.

This policy was adopted by: Madley Pre-School  
On: February 2024  
Date to be reviewed: February 2025  
Signed on behalf of the provider: \_\_\_\_\_  
Name of signatory: Fiona Batstone  
Role of signatory: Manager

