



Freeland Pre-school

Freeland Partnership Foundation Stage Unit,
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Freeland Pre-school is a Registered Charity [No: 1015592]

Fees and late payment policy

Fees

1. Our fees are calculated on a sessional basis of which you will be notified in advance of your child starting Pre-school. We may review these fees at any time but shall inform you of the revised amount at least one month before it takes effect. If you do not wish to pay the revised fee, you may end the Agreement by giving us one term's notice (6 weeks) by completing our *Notification of Leaving Date* form.
2. Fees must be paid on a monthly basis, by the specified date each month. Invoices will be issued at the beginning of each month. Fees are calculated based on the number of sessions attended for the month, and our current fee schedule (see website, welcome pack and parent board for current fees).
3. Funding: children who are 3 or 4 years old are entitled to 15 hours of Government funded pre-school education for 38 weeks a year. This is effective from the first term after their 3rd birthday, either in September, January or April. Some children are eligible for additional Government funding (e.g. 30 hours, funded two year olds). Children who are entitled to funding can attend more hours per week but the parent/carer is responsible for any fees in excess of funded hours. Where funding is not received fees are payable by the parent/carer.
4. If additional sessions have been requested or parents/carers been unable to collect their child by the official collection time and we have, as a result, provided you with additional childcare facilities, we will raise the applicable charges under a separate invoice for payment.
5. No refund will be given for sessions missed due to illness or holidays on the part of either party. We are open term-time only and, as well as usual academic holidays, we are closed on bank holidays, and for 5 training days per year to support our continuing professional development; no refund is given for this closure as this has already been taken into account when calculating your child's fees. We accept no liability for other costs which you incur if we are unable to provide childcare for any reason.

Late payment policy

- If parents/carers have any difficulty in paying fees, it is essential that they notify the pre-school straight away. The pre-school is happy to meet with parents/carers in genuine financial difficulty to discuss a payment plan. It may be appropriate to pay fees in instalments over a period of time, for example 2 instalments per month or a payment made each week. This is at the discretion of the pre-school and will be wholly dependent upon the individual circumstances. All enquiries regarding financial matters will be treated in the strictest confidence.

Late payments:

1. **Step one:** If a payment is late, Pre-school will contact the parent/carer with a copy invoice to remind them of the outstanding fee. If payment is subsequently received no further action will be taken.
2. **Step two:** If the fees are still unpaid 7 days after the specified date then a **formal written reminder** will be issued. Late payments of over 7 days will incur a late payment fee of £10. Freeland Pre-school may suspend the provision of childcare if a parent/carer has failed to pay any fees due. The Chairperson and Treasurer will be made aware of the situation at this point and appropriate action agreed. The pre-school will notify the parent/carer of (i) the amount owed (including late payment fee) and period covered, (ii) the agreed date the amount owed is to be paid by, (iii) any intention to suspend chargeable childcare and (iv) the dates that this arrangement would come into effect should the debt remain unpaid. If payment is subsequently received no further action will be taken.
3. If a formal reminder letter has had to be sent to a parent/carer, the pre-school may request that future invoices are settled 1 week in advance of the month's childcare being provided.
4. **Step three:** If the payment of fees is outstanding for more than 14 days Freeland Pre-school may end the agreement between the pre-school and parent/carer giving 14 days' notice in writing. Upon ending the agreement the child will not be admitted to pre-school, and the notice shall be regarded as a formal demand for outstanding monies.
5. Following these measures, if the debt is still not fully recovered, the pre-school has the right to begin legal proceedings through the Small Claims Court.

Late payment policy timeline

TIMEFRAME	ACTION
Day 0	Date fees are due
Day 1	Step one: parents/carers are contacted with a copy invoice/reminder.
Day 7	Step two: a formal written reminder is issued and the late payment fee implemented.
Day 14	Step three: the Pre-school will give 14 days' notice of withdrawal of childcare services.
Day 28	The child will not be admitted to Pre-school. Further legal action may be taken.