

PAYMENT OF FEES POLICY

Statement of Intent

We believe that in order for Blackberry Lane Pre-School to run efficiently a regular income is required. We aim to ensure that all fees are paid on time and where this is not possible to limit the loss.

Procedures

- As of September 2010 all children aged 3 + are entitled to 15 hours free per week for 38 weeks a year funded by the Government. From September 2017 eligible families are also entitled to up to a further 15 hours funding. Funding is also available for 2 year old children subject to families meeting the criteria required. Any child attending our pre-school for more sessions than their funding entitlement will be charged at the current pre-school hourly fee rate.
- Payments for fees are required even when a child misses a session through illness or holiday. Exceptions can be made in cases where a child has a long illness or a stay in hospital.
- Parents are required to sign separate contracts for the funded hours and parent paid hours each term. If you wish to move your child to another setting or change the sessions your child attends at this setting we request that at least two weeks' notice is given.
- Monthly invoices will be presented to parents at the beginning of each month and are due immediately. Should anyone experience difficulties with this, then they need to discuss this with the Manager or Deputy Manager as soon as possible.
- If required, an agreement can be set up with the Manager or Deputy Manager to pay in instalments using the following methods:
 - Cash/cheque payment on a weekly/monthly or half termly basis. (We will accept post-dated cheques but parents must make sure that funds are available).
 - Standing order payments on a weekly/monthly or half termly basis.
 - Direct transfer via online banking.
 - Childcare vouchers.
 - Tax free Childcare account.

Late/Non-Payment of fees

The Board of Directors cannot accept the non-payment of outstanding fees unless agreed in exceptional circumstances.

Non-payment of fees will result in the following actions by the pre-school:

- **Children in receipt of funding will only attend pre-school for their funded hour's entitlement, until the outstanding amount has been paid.**
- **Children who do not receive funding will be requested to not attend the setting until the outstanding amount has been paid.**

Blackberry Lane Pre-school will pursue any long term outstanding bill via the Small Claims Court (Money Claim On-line).

If there is a financial difficulty the circumstances should be communicated to the Manager/Deputy Manager as soon as possible.

