Aldbourne Preschool

Back Lane, Aldbourne, Marlborough, Wiltshire SN8 2BP Telephone: 01672 541648   
Email: aldournepreschool@gmail.com  
Web: www.aldbournepreschool.com

**Policy: *Fee Charging and Payment***

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| June 2018 | page1image20192June 2019 | Caroline Kaneen | page1image22432page1image22752Julie Kent |

This policy has been drawn up by the staff of the Preschool, in consultation with the Owners and parents.

This Policy details the fees charged and procedures for payment and collection.

Fees are payable in advance on a termly, half termly monthly or weekly basis.

Parents are invoiced at the start of each term with a hard copy invoice.

Payment should be returned to Pre-School within the dates specified on the invoice.

Fees can be paid by;

* Cash (exact money in a sealed envelope with the child’s name on the front)
* Cheque (made payable to Aldbourne Pre-School )
* Childcare Vouchers (current providers accepted are Computershare (formerly BusyBees), Sodexho and Accor, others can be arranged, please speak to the Pre-school Leader.)

At Aldbourne Pre-School we are registered to receive DfES Nursery Education Grant funding. Children receive funding from the funding period following their third birthday. Funding periods run from 1 September to 31 December, 1 January to 31 March and 1 April to 31 August. Parents are free to use their funding at any registered setting. Children in receipt of the Nursery Education Grant are entitled to a maximum of 15 hours of funded sessions per week for 38 weeks a year. Our term dates are similar to local primary school dates and are published to parents and available on request.

However payment is made, fees are payable regardless of whether your child is able to attend or not, i.e. holiday or illness. We also ask that 4 weeks notice is given before withdrawing your child from our sessions. If notice is not given we reserve the right to charge fees for a maximum of 4 weeks. This also applies to children in receipt of the Nursery Education Grant.

If a child starts mid-term the fees will be calculated and adjusted accordingly.

If fees are not paid with 14 days an Overdue Account note will be sent out. If payment is not forthcoming at this point a Final Account will be sent out after 30 days of non-payment. If fees are still unpaid then the child will be unable to attend Pre-school and legal action may be taken to recover the fees.

Persistent non payment of fees may mean loss of place and any siblings who may wish to attend in the future may be refused a place.

Any family who is experiencing difficulties with the payment of fees for their child/ children should speak to either the Pre-School Leader/Manager in strictest confidence. It may be possible to arrange a temporary payment plan so that the child may remain at Pre-School whilst the arrears are paid.

Fees will be reviewed at the Leader/Managers discretion.

Any complaints regarding this policy should be dealt with via the current complaints procedure.