

## **Fee and Payment Policy**

### **Policy Statement**

Pound Hill Pre-School charges fees for those children who are not eligible for 15 or 30 Hours government funding, or for those children who attend additional hours over their funding entitlement.

Pound Hill Pre-School fees are set annually and will come into effect on the 1<sup>st</sup> of September each year.

### **Invoicing**

Invoices will be sent out on a half termly basis and will be sent to you by the end of the half term, the invoice will state the date the invoice needs to be paid by usually the end of that half term.

Payment can be made via cash, bank transfer, card, or via any government schemes.

You will be charged for any day your child is booked in regardless of sickness or holidays, you will not be charged for any days that the Pre-School is unable to offer childcare, e.g. Half Terms, Inset days.

### **Difficulties in Payment of invoices**

Pound Hill Pre-School is committed to support parents who may encounter unexpected financial difficulties by allowing them to adapt the payment of the invoice. Please come and speak with Katy to discuss any difficulties and to agree when and how the payment will be made.

### **Non - Payment**

Pound Hill Pre-School reserve the right to discontinue providing childcare for a child where payment of fees falls into arrears unless this has been discussed with Katy as set out above.

Nonpayment or regular late payment of fees will be deemed as a breach of contract and the Pound Hill Pre-School place will be terminated at the end of the current term.

- ❖ Pound Hill Pre-School will endeavour to collect outstanding fees once a child has left.
- ❖ Siblings may not be able to attend the Pre-School where an outstanding balance remains.
- ❖ Free entitlement hours may not be started if earlier balances remain outstanding.

Where fees are outstanding for children who also attend using their free entitlement that will not be able to attend the added hours on top of their free entitlement hours.

### **Free Entitlement**

Pound Hill Pre-School is registered to provide Early Years Free Entitlement space for children aged 2 years and 3 and 4 years old.

All offers of a place to attend the free entitlement hours is based on the availability of a space at the time according to the registration and enrolment policy.

At Pound Hill Pre-School we do not charge any extra on top of the funding for the hours your child attends, we do ask that you pay a contribution towards breakfast and snack items of £2 per week. Please see Snack and Lunch policy.

### **Tax Free Childcare**

## Pound Hill Pre-School Policies and Procedures



Pound Hill Pre-School is able and happy to accept payment for childcare from Tax Free Childcare if you are eligible for this government backed scheme. It is the responsibility of parents to apply for this scheme not the Pre-School.

If you require any information regarding Funding eligibility or Tax free childcare please visit; [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) for further information on how to apply.

If you have any questions related to Free Entitlement Funding, Invoicing or payment of fees please speak to Katy.

**This policy was adopted by**  
**Position within the Pre-School**

**Katy Platt**  
**Manager & nominated individual**