

Pound Hill Pre-School Policy and Procedures



13.2 Fee Payment Policy

Pound Hill Pre-School charges fees for those children who; are not eligible for the 15 or 30 hours free entitlement whether 2 or 3 years of age, and for those children who attend the setting for additional hours over their free entitlement.

Pound Hill Pre-School prices are set annually on 1st April each year and will take effect for new parents from the 1st September of the same year being advertised on our website.

Issue and payment of Invoices

Invoices for fees are issued each term with **full payment** required by the end of each term. Payment can be made by direct debit, bank transfer or cash. Pound Hill Pre-School does not have a facility for accepting debit or credit card payments.

Charges still apply when a child is absent from the Pound Hill Pre-School because of illness or holidays.

Non payment of invoices

Pound Hill Pre-School is committed to support parents who may encounter unexpected financial difficulties by allowing them to pay on a weekly basis in the short term. However the Pound Hill Pre-School reserves the right to discontinue providing child care for a child where payment of fees falls into arrears. Non payment or regular late payment of fees will be deemed as breach of contract and the Pound Hill Pre-School place will be terminated at the current term.

- Pound Hill Pre-School will endeavour to collect any outstanding fees once a child has left.
- Siblings may not start at preschool if previous balances remain outstanding
- Free entitlement hours may not be started if previous balances remain outstanding

Where fees are outstanding for children who also attend using their free entitlement that child will be not included in any activities, trips or special events for which the preschool has incurred additional costs which are not passed onto any child or family.

Free Pound Hill Pre-School Education Places

Pound Hill Pre-School is registered to provide Early Education Funded places in early years care and education for children who are three to five years old and attend in the pre-school area of the Pound Hill Pre-School. Pound Hill Pre-School adheres

to the 'Code of Practice' on the Provision of 'Free Pound Hill Pre-School Places' for three and four year olds. Pound Hill Pre-School can also accommodate children eligible for Two's Two Funding- All offers of places are dependent on space available according to our Pound Hill Pre-School registration.

Child-care Vouchers and Tax Credits

Pound Hill Pre-School is registered with various agencies that provide payment vouchers for child-care via employers which provides a means of tax relief against child-care fees. Parents need to provide the Pound Hill Pre-School registration details to the agency that their employer uses to enable part payment by this method. Information about the various voucher agencies that the Pound Hill Pre-School is registered with can be obtained from the Pound Hill Pre-School manager.

Parents whose children attend Pound Hill Pre-School can claim Child-care Tax Credit against their fees. They need to inform the Inland Revenue of their new child-care costs each time they change.

The manager will be pleased to answer any queries about the Pound Hill Pre-School fees and or payment of fees.

This policy was adopted by K Platt.....
Role of Signatory Manager.....
DateJuly 2021.....
Date to be reviewed01/09/2022.....