

**Fee-Paying Policy**

Reviewed November 2024

**Statement of Intent**

Brislington Village Pre-school will set and review fees annually, (usually in September at the start of a new school year, but may be increased at any time).

**Aims**

All parents/carers have a responsibility to pay all their childcare fees as laid out in this policy. Failure to pay the fees may result in the child’s hours being reduced or suspension of their place until the outstanding monies have been paid.

**Methods**

As stated in our prospectus and parent contract, all fees must still be paid, if children are absent for a short period - e.g. on holiday or sickness. If your child has to be absent over a longer period i.e. more than 2 weeks, please talk to a member of staff.

Fees are based on booked hours that are recorded on their admissions form and not hours that are attended. However, when first starting at the pre-school there is a leeway of 4 weeks from your child’s start date to enable them to increase their hours gradually up to the booked hours. If after this time your child has not settled to the booked hours then the child’s hours will be reviewed by the management team.

If the preschool is shut for any reason - (e.g. infectious diseases, building maintenance, inset days, etc.), fees are not payable.

In the event of the setting being closed then any fees already paid will be refunded for the duration of the closure.

The parent/carer will be issued an invoice for fees a month in advance. The invoices will be issued on the 21st of each month and must be paid within 10 days.

For any ad hoc charges that incur during the month a separate invoice will be issued and this must be paid within 10 days of issue.

If parents/carers are experiencing difficulties paying they should in the first instance contact the Director or Administrator of the setting.

Payment can be made either-:

By BACS – bank details of Brislington Village Pre-school Ltd will be provided by the administrator when requested,

By Tax Free Childcare –our unique reference is available upon request to the administrator

or

By childcare vouchers – bank details of Brislington Village Pre-school Ltd will be provided by the administrator when requested. If Brislington Village Pre-school Ltd does not already participate in any scheme, the administrator will liaise with the parent/carer to make appropriate arrangements. (These schemes are gradually being phased out and are being replaced by tax free childcare)

On receipt of fees, a receipt (via Tapestry) will be issued by the administrator.

If a parent/carer paying fees wishes to remove their child from the setting, they must put this in writing to the manager giving one month’s notice. Fees are still payable during the notice period.

This policy was adopted at a meeting on 1st September 2015

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This policy should be read in conjunction with our:-

Admissions policy

Attendance policy

Contingency policy

Finance policy

Although under constant review, an overall review date has been set for **September 2025**