

3. Period of Notice and Payment of Fees Policy for Welford Pre-school

Statement of intent

It is our intention to make Welford Pre-school financially viable whilst ensuring that it is accessible to all.

Aim

We aim to make our payment and notice structure as clear as possible.

Methods

For all children who are entitled to a free government funded place, we provide up to 15 hours for which no charge is made. The hours may be taken in accordance with the current government regulations which can be found on the West Northamptonshire Council website. These hours can be taken across two settings but you must let the setting know if this is the case. Any hours which exceed this entitlement are chargeable.

Children who are over three years old can attend after school club. The current fee scale is available from the Manager or Deputy Manager. Fees can be paid using one of the following methods:

1. Cheques – Made payable to 'Welford Pre-school'
2. Cash
3. BACS
4. Childcare vouchers
5. Tax-free childcare system

Payment of Fees

- Invoices are issued as soon as possible after the start of each term (6 terms annually), or at other intervals if required. We aim to be supportive to each individual family's situation.
- If fees are not paid within two weeks of receipt of invoice, then a reminder will be issued.
- If fees continue to remain unpaid then Welford Pre-school reserves the right to suspend your child's place until all outstanding fees have been settled in full.
- If anyone has difficulties regarding payment of fees then parents are asked to speak to the Manager as soon as possible.
- If fees continue to remain unpaid and parents/carers refuse to engage in a conversation with the Manager or Chair of the Management Committee to agree a suitable repayment plan, Welford Pre-school reserves the right to take appropriate action via the Small Claims Court.

Period of Notice

- Welford Pre-school requires a period of notice of four weeks be given if a parent/carer wishes to end a child's place. This must be put in writing by the parent/carer and given to the Manager or Deputy Manager.
- Parents/carers will be reimbursed any monies paid for the remaining period of the placement after the four weeks' notice has been served.

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| Date reviewed | 21st February 2023 |
| This policy was adopted at a meeting of Welford Pre-school held on | 13th March 2023 |
| Signed on behalf of the Committee | <i>E Worrell</i> |
| Role of signatory | Chair |