

Fees and Funding Procedure

Please visit www.beststartinlife.gov.uk to check eligibility rules, confirm codes etc

If parents choose to use funding at Little Sunbeams Pre-School they are requested to inform us to make the application on their behalf.

If parents wish their child to attend for additional sessions they will be charged **£6.60** per each additional hour. Both funded and non-funded hours for all children must be agreed in advance each half-term. Requested changes to children's hours during each half term will be actioned at the manager's discretion.

New non funded children must pay for their first 2 weeks of normal attendance (not settling in hours) This amount will be needed before the child can be accepted into the setting.

Any additional ad-hoc hours agreed with the preschool management outside of these can only be changed up to **48** hours before the start of the requested session. Any changes after this period will be charged in full.

Attendance

1. We plan our staffing ratios in advance. In order to operate, we need notice of changes to numbers, therefore **4** weeks written notice is required of a child leaving the Pre-school or reducing their sessions, otherwise fees in lieu of notice may be charged for non funded hours.
2. Refunds: for the reasons given above, unfortunately refunds are not made for sickness or absence from the Pre-school.
3. Closure: In the event of the Pre-school being forced to cancel sessions, the Pre-school will endeavour to give as much notice as is reasonably possible and to offer possible alternative sessions depending on availability. Refunds will only be given in the event of no alternative session being available to be offered.

Non Payment of Fees

1. It is routine for an invoice to be issued to parents for payment of fees for the half term. (an invoice will be sent to the non-resident parent too) This invoice states that fees are required or a payment plan agreed within 14 days. If after 14 days no monies have been received or a payment plan agreed, then a text message or written slip reminder will be issued. This reminder will normally be made by pre-school management.

2. Following the verbal/text message reminder, the parent has a further 14 days to complete payment of fees or agree to a payment plan.
3. Should this period lapse, a letter will be sent to the parent from pre-school management by recorded delivery or by hand, requesting full payment of fees, and stating if full payment is not received the child's place at pre-school will be withdrawn. (The child will be allowed to attend for their funded hours only)
4. Should payment not be forthcoming within two months from the date of the original invoice, the child's place will be withdrawn and the matter will be referred by a member of the committee to the court in order to reclaim all monies owed.
5. **Please note: if an invoice is not paid in full within the half term in which it was issued, we reserve the right to revoke your child's place, or reduce their hours to allocated funded hours only, until full payment is received.**
6. **Our preferred method of payment for all fees is via BACs, thank you.**

Version	Changes made	Author	Date
1.0	Baseline	Lyn D	31 st Dec 2015
1.0	Reviewed, no changes made	Amanda H	13 th June 2016
1.0	Reviewed, no changes made	Lyn D	1 st June 2017
1.1	Change of wording to 1) and 2) to include a reference to text messages. Statement in bold added	Lyn D	3rd May 2018
1.1	Reviewed, no changes made	Lyn	17 th Oct 2019
1.2	Request for all fees to be paid by BACs	Lyn	15 th July 2020
1.3	Two new sections Rates and Attendance added	Amanda	30 th Oct 2021
1.4	Rates: 2) change of hourly fee from £5.50 to £5.80 Attendance 1) change of one half terms written notice to 4 weeks written notice	Lyn	28 th Sept 2022
1.5	Rates: 2) change of hourly fee from £5.80 to £6.00	Lyn	3 rd Feb 2024
1.6	Reviewed and amended by Jill (Treasurer) Change of hourly rate from £6.00 to £6.20	Jill	12 th Feb 2025
1.7	Amendments to reflect change of name to website re funding info for parents and change of hourly rate	Lyn	14 th Sept 2025
1.8	change of hourly fee from £6.40 to £6.60	Lyn	1 st Sept 2026