

## **Fees and Funding Procedure**

### **Rates**

1. All three and four year olds are entitled to 15 hours per week of free nursery education for 38 weeks of the year from the term following their third birthday. Some eligible Two year olds are also entitled to 15 hours of free nursery education for 38 weeks of the year from the term following their second birthday.
2. 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 £5.50 per each additional hour. These hours are agreed in advance each half-term.
3. Non funded children must also agree their hours in advance each half term.
4. Any additional ad-hoc hours agreed with the preschool management outside of the above 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 therefore need notice of changes to numbers. One half terms written notice is required of a child leaving the Pre-school or reducing their sessions, otherwise fees in lieu of notice will be charged.
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. If no sessions are available refunds will be given.

### **Non Payment of Fees**

1. It is routine for an invoice to be issued to parents for payment of fees. This invoice states that if fees are not received or a payment plan agreed within 14 days, a verbal or text message 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 requesting full payment of fees.

4. If payment is not forthcoming within a further 14 days, a member of the pre-school committee will send a letter by recorded delivery to the parent requesting payment of fees, stating that court action will be taken should payment not be received and that the child's place at pre-school will be withdrawn should payment not be received.
  
5. 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.
  
6. **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.**
  
7. **Our preferred method of payment for all fees is via BACs, thank you.**

Version	Changes made	Author	Date
1.0	Baseline	Lyn D	31 <sup>st</sup> Dec 2015
1.0	Reviewed, no changes made	Amanda H	13 <sup>th</sup> June 2016
1.0	Reviewed, no changes made	Lyn D	1 <sup>st</sup> June 2017
1.1	Change of wording to 1) and 2) to include a reference to text messages. Statement in bold added	Lyn D	3rdMay 2018
1.1	Reviewed, no changes made	Lyn	17 <sup>th</sup> Oct 2019
1.2	Request for all fees to be paid by BACs	Lyn	15 <sup>th</sup> July 2020
1.3	Two new sections Rates and Attendance added	Amanda	30 <sup>th</sup> Oct 2021