

PAYMENT AND COLLECTION OF FEES POLICY

POLICY STATEMENT

St Eval Preschool is a registered charity and as such, we aim to keep fees to a minimum to cover essential expenses. We rely on the prompt payment of fees in order to ensure the continued sustainability of the Preschool.

Invoices & Payments:

All children will receive an invoice at the beginning of each term, or when they start at St Eval Preschool. This will detail the sessions they are registered to attend; weekly total and the total termly amount payable. Payments are to be made one week in advance.

Invoices will not be issued for those in receipt of Education Finance (Government Funded hours).

We are now a cashless setting; therefore, fees can only be paid by bank transfer and internet banking. The following members of staff can accept your payment of fees:

Hannah Burchell – Deputy Manager

Rachael Richards – Preschool Manager

Internet banking payments – please allow 24 hours for your payment to arrive in our bank account.

Account Name: St Eval Preschool

Account Number: 00 65 06 25

Sort Code: 20-74-20

Government Funding:

We accept Government Tax Free Childcare scheme, Childcare vouchers such as Edenred, Computershare Vouchers & Sodexo.

All 3- and 4-year-olds are entitled to 15 hours of funded sessions per week for 38 weeks of the year, with the possibility of 30 hours where eligible.

For all ages, funding becomes available in the funding period following their birthday.

Funding periods are as follows:

1 September – 31 December, 1 January – 31 March and 1 April – 31 August.

For example, if the child is born in November, they will be eligible for funded hours from the following January.

We also accept the working-parents government funding. Please visit the Gov. website for more information and to check your eligibility.

We will invoice for any additional hours attended over the child's eligibility.

Funded hours can be used at St Eval Preschool at the Managers discretion and current availability when hours are requested.

So that we can access funding, parents/carers will be required to complete a simple form. Fees for the term will be payable if the parent / carer fails to complete the funding form.

Changes to sessions and Cancellation:

Payment of fees is still required when the child is absent from Preschool, this includes holidays without notice and illness.

Fees remain payable when Preschool is closed due to situations beyond its control. This includes weathers, power failure and loss of water supply.

- Two weeks notice is required for booking absence for holidays / appointments.
- Four weeks notice is required before reducing sessions or withdrawing your child from Preschool.

Notice should be given in writing or via email: info@stevalpreschool.co.uk

If notice is not given, we reserve the right to charge fees for a maximum of four weeks.

Non Payment of Fees:

In the unlikely event that fees are owing, an administration fee of £20 will incur.

Reminders will be sent for any fees, more than seven days outstanding.

Final reminders will be sent after fourteen days outstanding and admission to the preschool can be refused if no payment or agreement with the Manager has been made by this point.

Any family who is experiencing difficulties with payment of fees for their child, should speak to the Manager immediately.

