

Little Nippers Mevagissey Pre-School

Fees and payment policy

Policy Statement

As a community resource which is committed to pre-school education, we aim to keep our fees affordable and at such a level that we can provide pre-school education of the highest quality.

Fees are currently:

Morning only session - 8.45am -12pm - £16.50

Afternoon only session -12.30pm-3pm - £16.50

£33.00 for a full day

As a registered childcare provider, we are in receipt of early years education funding (EYE) for eligible two, three and four year olds. Where funding is not received, or extra hours are required in excess of funded hours, then fees are payable to Little Nippers Mevagissey Pre-School.

Procedures

Preschool bills are produced a month in advance (you will receive your bill for February in January). Fees are payable monthly and must be paid within 2 weeks of the invoice date.

Any changes to your bill will be made on the following month's bill. Fees are payable for all sessions booked, even if some are missed due to illness, holiday or other reason. The only exception to this rule is if your child has been hospitalised.

Failure to pay fees on time and in full could jeopardise your child's place and continued non-payment may result in your child's place being withdrawn in accordance with the procedure detailed under "Late Payment and Non-Payment of Fees" below. Fees may also be charged if you are late picking up your child and we have to pay staff overtime to look after your child.

Fees are payable either by cheque, cash or Bacs (direct to the pre-school account). We also accept childcare vouchers.

Late Payment and Non-Payment of Fees Procedure

As a registered charity with limited funds at our disposal, we expect Parents/Guardians to assist us with the smooth running of Little Nipper's Pre-School by ensuring that all fees are paid promptly and on time. Obviously, we appreciate that from time to time, unforeseen circumstances may occur which result in late payment of fees. This is why as a considerate organisation, we are committed to resolving payment issues with Parents/Guardians as fairly and openly as possible and have adopted the following four stage approach:

Stage 1: If payment is not made within 2 weeks of the date of invoice, the pre-school manager will have an informal discussion with parents/guardians to ascertain when fees are likely to be

paid.

If fees are paid in accordance with the payment plan agreed with Little Nippers Pre-School, then no further action will be taken.

Stage 2: A £10 late payment fee will be added to your next bill. The Chair or Treasurer will write to the Parents/ Guardians requesting payment by a specific date and inviting the Parents/Guardians in for a further discussion if they are unable to make payment by this date.

If a payment plan is subsequently agreed, then this will be confirmed in writing to the Parents/ Guardians who will also be asked to sign and return a Payment Contract.

If no payment has been forthcoming, or a payment plan has not been agreed then:

Stage 3: The Chairperson or Treasurer will write to the Parents/Guardians requesting payment by a specific date and/or a more formal meeting to discuss the situation otherwise their child will no longer have a place at the Pre-School.

If no payment at all has been forthcoming by the specified date nor a payment plan agreed in writing then:

Stage 4: The Chairperson will write to the parents/guardians confirming that their child no longer has a place at the pre school because of non-payment of fees and that the committee reserves the right to take further steps to recover unpaid fees and any associated costs if there are no extenuating circumstances to the contrary.

Signed on behalf of the provider

Name of signatory: Sally Foard

Role of signatory: Chairperson of the management committee

Review Date: July 2023