

Payment Policy

Policy statement

Fees are agreed by the Committee and increased as and when necessary with guidance from the Treasurer usually in line with the hall hire increase and minimum wage increase. The fees cover expenditure costs such as hall hire, insurance, Ofsted registration, staff wages etc. All equipment, and resources are provided from Fund Raising events.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
	2.1 Respecting each other 2.2 Parents as partners	3.4 The wider context	

Payment for Non-Funded Children

Payment is due in half termly bills, although everybody's financial situation is different, so if weekly payments are more suitable, please speak to the Supervisor to arrange this. Parents will be issued their bills at the beginning of the new term and payment will be due no later than the date shown on the bill. The supervisor will collect payments and you will be given your bill back, signed by way of a receipt. This protects both you and the pre-school and is particularly important in the case of cash payments.

Sessions must be paid for when the child is absent, even if absent to sickness or holiday. Please advise the Pre-School Supervisor if long term absence (e.g. holiday) is anticipated.

Late Payment Policy

Half Termly Bills – If no payment is received after 1 week from due date and contact not made by parent to the Supervisor a reminder will be issued. If no subsequent payment is made by the new term, your child's space at the Pre-School cannot be guaranteed and he/she could be removed from our register.

Weekly Bills – Payments are due weekly. If no payment is received for 2 weeks then your child's space cannot be guaranteed and he/she could be removed from our register.

Your child will not be allowed to attend pre-school if your fees are not paid on time and in full, except in special circumstances and at the discretion of the pre-school.

Payment for Lunch Club

All children are invited to stay for lunch club on mornings they attend, lunch club operates Monday to Friday. The cost per lunch club is £1, payable per day when you sign your child in. If your child attends an all day session on a Monday or Friday, then lunch club will be added to your bill.

Payment for Funded Children

The term after your child turns 3 years, they will become Government Funded which means they will be entitled to 15 hours per week (subject to available spaces) to be paid for by the Government.

Please advise the Pre-School Supervisor if long term absence (e.g. holiday) is anticipated.

Payment for Snacks

Every child is asked to contribute towards the snacks we provide. You will receive a snack bill every half term. The current cost of this is 30p per child per session.

Pre-School Closures

No refunds of session fees (for funded or non-funded children) will be issued where the pre-school is closed due to acts of nature e.g. snow, flood or local school closures.

This policy was adopted at a meeting of The Little Acorns Pre-school

Held on (date):

Signed on behalf of the pre-school _____

Name of Signatory _____

Role of Signatory _____