

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, national living wage, pensions, national insurance, inflation increases. 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 and charitable donations.

Payment for Non-Funded Children

Payment is due in half termly bills, although we understand everybody's financial situation is different, so if weekly payments are more suitable, please speak to the Manager 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. If you are paying by cash, please ensure you get your receipt signed by the preschool manager.

Sessions must be paid for when the child is absent, even if absent to sickness or holiday. Please advise the manager 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 Manager 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

Lunch club is optional unless included in funded sessions, otherwise a payment of £1.50 is added to the half termly bills for lunch club. This payment is for the extra 15 minutes not for us to provide food. Children are required to bring in a packed lunch.

If your child attends a full day session on a Monday or Friday, they must opt in or out of a 3.15pm finish or 3.30pm finish (£1.50 charge per day). Children finishing at 3.15 will be subject to a late pick up charge, if applicable.

Payment for Breakfast Club

We offer an early start for your child if needed (optional). This must be paid prior to attending or added to your half termly bill (breakfast club can be included as part of the government funding):

08.15: £6.00 per day

08.30: £4.50 per day

08.45: £3.00 per day

09.00: £1.50 per day

Payment for Funded Children

The term after your child turns 3 years, they will become Government Funded which means they will be entitled to 15/30 hours per week (subject to available spaces) to be paid for by the Government.

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

Payment for Snacks/Donation

Every child is asked to contribute towards the snacks, cleaning products, resources, malleable experiences, cooking experiences, exploratory experiences, gardening/planting we provide. You will receive this on your half term bill. The current cost of this is 50p per child per session. This is compulsory for non-funded children but voluntary for funded children.

If you opt out of this payment, you must provide:

- A healthy snack in a named box/bag which complies with our healthy eating policy and allergies risk assessment
- Tissues
- Small antibacterial hand gel
- Suncream (summer)
- If in nappies – nappies, wipes, nappy sacks
- Wet bag for clothes or nappy sacks
- Paper towels/clean towel for hand drying
- Cooking ingredients (as and when we do cooking activities)

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.

Moving Preschool/Leaving/Moving away during the Term/School Year

We require 4 weeks notice if you move your child from the preschool to attend somewhere else or move away. If you leave before the 4 weeks notice, then this will be taken from the child's funding or is payable by the parent/carer.

This policy was adopted by The Little Acorns Pre-school

Date: 20 March 2025

Signed on behalf of the pre-school _____

Name of Signatory _____

Role of Signatory _____