



# Isleham Preschool

3a Malting Lane Isleham Ely Cambs CB7 5RZ

Revised :September 2017.

## Payment of Fees Policy

Children will usually become eligible for Early Years Funding from the beginning of the term following their third birthday. This funding will provide each child with a maximum of 15 hours per week for a maximum of 38 weeks per year. In order to access this funding, parents/carers will be asked to complete a Parental Contract in order that the setting may claim the funding on their behalf. Families entitled to an extra 15 hours or 30 hour funding need to apply through the Government website [www.gov.uk](http://www.gov.uk).

Children attending Pre-School who are not yet eligible for early years funding or older children wishing to attend additional hours will pay fees, calculated by the sessions/days they have requested and charged at £4.00 per hour.

### Payment of fees

- Fees are collected half termly in advance
- Fees are non-refundable in the event of illness, family holiday or temporary closure of the setting due to circumstances beyond our control
- The fees will be reviewed annually and agreed by the Committee
- The Setting may need to undertake training to comply with Local Government Statutory requirements and/or enhance the performance of the staff team; these training days are non-refundable. There are no more than two training days within one academic year
- When possible the Pre-School allows for families who have appointments etc. to take up a spare session/day (if available). These extra sessions/days will not be available to those who are in arrears
- Payments for the Summer Term will be requested during the first half of the term and settlement will be due during the first two weeks of the 2<sup>nd</sup> half of the Summer Term

### Non-payment of Fees

- \* The Pre-School Administrator sends out a reminder invoice. If payment is still not received the said person will contact the parent/carer to arrange a suitable payment plan
- \* If payment is still not forthcoming, a letter is sent by the Chairperson/s requesting payment by a set date
- \* If payment is overdue the agreed date I.U.F.A. reserve the right to exclude the child from Pre-School within a time frame deemed reasonable by the manager and committee.

This policy was reviewed in a meeting of the Pre-School held.....

Signed on behalf of the pre-school.....Date reviewed.....