



## Payment of fees policy

### ***This policy will be reviewed on an annual basis***

Fees are calculated monthly in advance and payable within 7 working days of the monthly invoice. Fees must still be paid if a child is absent without notice for a short period of time. If a child is going to be absent over a long period of time, this should be put in writing and discussed with the manager.

Holiday absence will not be charged provided we are given four weeks notice prior to the date of the holiday period on a holiday booking form.

Sessions are not swapped, if a child cannot attend a particular session, the session can not be transferred or money refunded.

### **Early Years Entitlement Funding**

Early Years Entitlement is available for thirty eight weeks per year spread over the three term. Calculated at a maximum of 10 hours per day or a minimum of 2.5 hours. 15 hours term-time or 38 weeks of the year or 22 hours stretched for 51 weeks of the year.

### **Hourly rate / Additional hours**

Additional hours are charged at 15 minute intervals.

### **Late / non payment of fees**

Non - payment of fees may result in a child losing their place at Pippins.

- Monthly invoices are payable on the 15<sup>th</sup> of the month.
- Parents/carers will be spoken to face to face then a reminder will be issued if fees remain unpaid one week after the due date.
- £5 will be added to your invoice if you are one week late after the 15<sup>th</sup> of the month (due date)
- If you have a pre-arranged weekly payment plan, you must continue to pay weekly.
- When parent/carer has genuine financial difficulties, every effort will be made to reach a mutually acceptable arrangement of repayment.
- As a last resort, if no response or monies are received, proceedings may be issued to seek recovery of the outstanding amount through the courts.

### **Registration fee**


A non-refundable registration fee of £10 per child is payable to secure their place before they start the setting.

This policy was adopted at a meeting of Pippins Pre-school  
and nursery

Held on Wednesday 20<sup>th</sup> October 2021

Signed on behalf of the Management Trustee Directors

Role of signatory (e.g. chairperson etc.)

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\_\_\_\_\_ 21/10/21  
Chairperson