



Payment of fees policy

This policy will be reviewed on an annual basis

Fees are calculated monthly in advance and payable by the 15th of that month.

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 management.

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

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

Term time is calculated at 15 hours per week, a maximum of 10 hours per day or a minimum of 2.5 hours 38 weeks of the year or 11 hours per week stretched for 51 weeks of the year.

If you are entitled to 30 hours funding, this can be claimed 30 hours per week term time (38 weeks of the year) or 22 hours per week stretched for 51 weeks of the year.

* Please note that any unused funded hours, from either holiday or illness cannot be used against any outstanding invoices.

Hourly rate / Additional hours

Additional hours are charged at 15-minute intervals during our opening hours 8am-6pm

Late collection between 6-6.30pm will be charged at a fixed rate of £10.00

Collection between 6.30-7pm will be charged at a fixed rate of £20.00

Late payment fee is fixed at £5.00

Late / non-payment of fees

Non - payment of fees may result in the termination of your child's registration.

- If you have a pre-arranged weekly payment plan, you must continue to pay weekly.
- When a 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 £25 per child (£15.00 for siblings) is payable to secure their place prior starting the setting.

Upon registering your child, we request you to confirm the days/hours required 4 weeks before their start date to avoid any unnecessary charges. If less than 4 weeks' notice is given, you will be charged for the sessions booked.

Extra Bookings

All extra sessions and time booked outside of normal attendance will be charged. (Please note this includes bookings that are later cancelled)

Cancelling your place

We require four weeks' notice to cancel any place, change or stop a session.

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

Held on Wednesday 19th October 2023

Signed on behalf of the Management Trustee Directors

Role of signatory (e.g., chair etc.)

Chair