



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. 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 will not be charged provided we are given a minimum of four weeks' notice. If a child cannot attend a particular session, the session cannot be transferred.

Tariff Breakfast including food from 7.45am-8.45am costs £7.40, 8am - 8.45am costs £5.60. After school half session 3.30pm-4.45pm or 4.45-6.00 costs £6.10, full session 3.30pm-6.00pm costs £11.10.

If you have opted to for the half 4.45pm session and you are late collecting your child, you will be charged for the full session. If you are late collecting, after 6pm - fixed £10 fee after 6.30pm fixed £20 fee will be applied per child.

Late/non-payment of fees

Non - payment of fees may result in a child losing their place at Kidz Star Club

- Monthly invoices are payable on the 15th of the month.
- £5 will be added to your invoice if your payment is received after the (due date) 15th of the month, unless you have informed us of an alternative payment date.
- 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.
- If two invoices remain unpaid without prior arrangements, you will be contacted requesting payment within 7 days or to arrange a payment plan. Arrangements must be made to clear the debt before your child can reattend Kidz Star Club.
- 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 £15 per child is charged when a child is registered with Kidz Star Club.

Upon registering your child, we request you to confirm the days and 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.

Payments

Please make a BACs transfer to Bank account number 32602014 sort code 56-00-49 or a cheque made payable to Pippins pre-school. Please put all cash in a sealed envelope with your child's name clearly marked on the front, with the date and the amount inside the envelope and hand this to the playworker.

Cancelling your place

Kidz Star Club requires 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 Thursday 9th October 2025

Signed on behalf of the Management Trustee Directors

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


Chair