



# Ladybirds Pre-School



## Fees Policy

### Collection of Fees

Ladybirds Pre-school is open Monday to Friday, 9am to 3.30pm in term time. Children are entitled to funding through the Early Years Entitlement of up to 15 hours per week from the term after their third birthday or 30 hours per week for eligible families. Further hours are charged at an agreed hourly rate. Fees for children not yet eligible for the funding are also charged at this rate.

We also offer up to 15 hours free to disadvantaged 2 years olds in receipt of the government scheme funding.

Children are registered for a number of hours per week, split into sessions, with fees being invoiced on a half termly basis. If parents require to spread their payments over a weekly or monthly payment schedule, please talk to the administrator.

Fees must still be paid if children are absent for a short period of time, e.g. illness or holiday. This is because the pre-school will still have a requirement to meet their costs. If your child has to be absent over a long period of time, please talk to the Administrator or Manager.

Non-payment of fees will be dealt with promptly, according to the Collection of unpaid fees policy and any arrears must be paid before the next term. Persistent non-payment will mean the loss of any non-funded hours for your child.

Fees will be reviewed by the committee as required. A half term's notice will be given of any amendments.

### Collection of Unpaid Fees

Where no payment of fees has been made by the parent/carer for a half term period, they will be invited in writing to discuss the matter with the Pre-school Manager.



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Following discussion, agreement reached regarding payment will be put in writing, to include timescales. If a discussion is declined or the payment method is not committed to, after a further 10 days the Pre-school Trustee will inform the parent/carer in writing that no further non-funded hours will be made available to their child until the arrears have been paid in full.

We will always respect confidentiality and aim to work with the parents/carers to reach a positive and realistic solution.

This policy was adopted by Ladybirds Pre School *(name of provider)*

On 26<sup>th</sup> November 2020 *(date)*

Signed on behalf of the provider

Name of signatory Gerard O'Neill

Role of signatory (e.g. chair, director or owner) Trustee