

# The Willows Preschool

## Fee and fee payment policy



### Fee policy

- Fees will be invoiced termly in advance.
- You will receive an invoice at the beginning of each term.
- If your child receives government funding and there is a shortfall, you will be invoiced for this amount at the beginning of each term.
- A minimum of one month notice in writing is required if your child is leaving Preschool, or one month's fee in lieu of written notice. If your child is leaving at the end of the summer to go to school then this does not apply.
- Fees are due for all periods during the term time including those when your child is absent due to sickness or holidays. An exception to this is that if statutory bank holidays.
- Fees for the hot school lunches will be invoiced termly in advance.
- All fees are Payable within seven days of the date of the invoice. If you are unable to comply with this then please contact the Treasurer to organise an alternative payment method. Failure to meet the agreed payment terms may mean your child is excluded from Preschool.

Our hourly rate for 2 – 5 year olds is £4.

These fees are reviewed annually and may be increased with at least a months' notice. We accept government funded children for up to 15 hours per week

### Exclusion policy

A child may be excluded from the Preschool if:

They have not attended the preschool for more than 2 weeks in a half term period without giving written notice.

OR

The fees are overdue by more than 2 weeks after the due date.

If you are encountering difficulties paying your bill, please speak to the treasurer as soon as you receive the bill to see if alternative payment arrangements can be made.

## Waiver of fees policy

- If a child is absent from the preschool they will normally be liable for any fees due for the period of absence.
- The committee is willing to use its discretion to waive fees, but only when a child's absence is the result of exceptional circumstances.
- N.B. Holidays are not considered to be an exceptional circumstance.
- Requests to waive fees will be considered confidentially by the committee on an individual basis.

## Fee payment policy

This policy applies to all pre-school fees.

1. Invoices will be sent out during the second week of each term.
2. Invoices will be in advance to cover the current term and will be based on the number of unfunded hours BOOKED for that term, multiplied by the hourly rate in force at the time.
3. Invoices will show the number of funded hours discounted against the total hours booked for the term. This discount is **CONDITIONAL** on a **MINIMUM OF ONE MONTHS NOTICE** being given of the withdrawal of a child from the pre-school.
4. Invoices will be payable within 7 days of issue date.
5. Refunds of hours charged will **ONLY** be given for non-attendance with the **PRIOR** written agreement of the admin manager, **OR RECTROSPECTIVELY** by a majority decision of the management committee at their next meeting.
6. Invoice disputes must be raised with the Admin Manager or Treasurer in writing, within 14 days of the invoice date. The Unpaid Invoice Procedure will be still start as normal.
7. In the event of a failure to settle an invoice dispute with the Admin Manager or Treasurer an appeal may be made in writing for the management

committee to hear at their next scheduled meeting. The decision of a majority of the management committee will be final.

### **Unpaid invoice procedure**

1. Reminders for unpaid invoices will be issued 21 days after the date of the invoice and placed in the child's drawer in pre-school.
2. Invoices remaining unpaid after the end of the term in which issued, will result in the withdrawal of all services provided by the pre-school which are paid for by the parents or carers of the children whose fees remain unpaid, until the arrears are cleared. This includes, but is not limited to, unfunded attendance fees, holiday club fees, school dinners, pre-school outings.  
A payment reminder letter informing the parents or carers of this will be put in the child's drawer in pre-school THE WEEK BEFORE THE END OF TERM.
3. Invoices remaining unpaid a further 21 days after the end of the term the invoice applies to will result in a recorded letter being sent to the last known home address informing the parent or carer that court action is about to be taken to recover the arrears, together with copies of the previous reminders.
4. Invoices remaining unpaid a further 21 days after paragraph 3 implemented will result in a county court claim for outstanding fees, plus court costs using the UK Government Money Claim system.
5. In the event that unpaid invoices remain outstanding after 42 days then no further offspring of the relevant parents or carers will be eligible for a place at the pre-school unless the outstanding arrears are cleared AND a majority decision of the management committee decides to make a place available.