# Fees & Payment Policy

## Statement of Intent

West Wycombe Preschool is a registered charity and one of our financial aims is to ensure we do not make a loss at the end of the year. Each year the budget is carefully planned according to the number of children we have and the fee’s that we will charge for the year to cover building rent, insurances and staff wages along with all the other expenditure. The aim of our Preschool is to provide a service to local children and families, not to make a profit. However, this aim can only be fulfilled if we have enough income to cover our outgoings. We will never take any action against a child, including, but not limited to discriminatory treatment, due to parent/guardian’s genuine inability to pay fees. We will however pursue parents for full payment of fees if genuine financial hardship is not demonstrated. We aim to collect due fees as efficiently as possible.

## Aim

To outline and ensure parents understand the terms and conditions when their child attends West Wycombe Pre-school, in regards to the invoices they will receive and the payments they are required to make.

## Terms & Conditions

##  Payment Procedure

## Invoices will be created by the Treasurer or Management team and provided via email at the beginning of each half term.

## The payment each half term (as detailed on your invoice) is required within two weeks of receiving the invoice.

## Fees are required in full at the beginning of each half term unless previously arranged with the management team, should monthly payments be preferred this can be arranged with the management team.

## Payment can be made by BACS Transfer, Childcare Vouchers or through the government tax-free childcare scheme.

## There is an administration fee of £50 to secure a child’s placement with us. With the exception of those who are eligible for the 2 year Early Learning funding for those families who also receive additional government support, these children are exempt from the administration fee.

* A deposit of £100 is required once your child’s space has been allocated to reserve your space. This is fully refunded at the end of the first half term of their attendance, and always within six weeks of the child starting. Those eligible for the 2 year Early Learning funding for those families who also receive additional government support, these children are exempt from the refundable deposit.
* A 20% discount is available for any siblings attending the Preschool. The discount will be applied to the elder sibling and only applied to fees over and above those covered by any government funding where this is relevant. Should one sibling remain at the Preschool after the other has left the discount will be discontinued.
* A 20% discount is available for any staff children that attend the Preschool up until the age they receive their government funding, at which point the discount will cease. Any fees payable above the government allocated funding will be required in full.
* When Breakfast Club is in operation, those that wish to attend between 8:30-9 must prebook. Those that wish to can book for a full half term in advance and will be invoiced at the beginning of the term. Alternatively it is possible to book each week for the week ahead, which will be invoiced in arrears at the end of the half term. This needs to be confirmed via email by management as spaces are limited. Each Breakfast Club space is charged at £7 which includes breakfast and is not applicable to use funding hours.

**Funded Entitlement Places**

* There are three different types of funding entitlement access through West Wycombe Preschool currently:
1. Two-year-old Early Learning Funding for families who receive some additional government support (15 hours per week)
2. Universal entitlement for all 3- & 4-year-olds​ (15 hours per week)
3. Early Years Funded Entitlement for eligible children over the age of 9 months up to 4 year olds (30 hours per week for working parents)

## Universal funding entitlement for 3 & 4 year olds is applicable from the term after the child's third birthday. Should your child be eligible for Two Year Early Learning funding this will also start the term after they turn two.

## From September 2025 children from nine months to four years may be eligible for Early Years Funded Entitlement and their funding can be used at Preschool as soon as they turn two. This funding is to support working parents.

## Unfunded hours will be charged at a rate of £21 per session.

## A parent/provider agreement form must be signed to claim Flexible Free Entitlement. If funding is split between other providers, details must be completed on the parent/provider agreement form.

## Minimum session time is 3 hours, maximum 6.5 hours. Within the operating hours of 8:30-3:00 Monday to Friday, term time only, over 38 weeks of the year.

* Eligible working parent funding codes can be applied for onthe government website.
* It is the parents’ responsibility to apply for the [Eligibility code](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.childcarechoices.gov.uk%2Fhow-to-apply-for-30-hours-free-childcare%2F&data=05%7C01%7Cearlyyears%40buckinghamshire.gov.uk%7C9e5d335aca504d7291bd08da3eff69c1%7C7fb976b99e2848e180861ddabecf82a0%7C0%7C0%7C637891563947444437%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=aSMZ3VUUh1XmoDOVvEn0y2uKOf4VHtTu39HNHBp4Vbk%3D&reserved=0) before the fixed deadlines 31st March, 31st August and 31st December and to reconfirm their codes every three months. If this is not completed your child’s funding code will expire and they will not be eligible to claim the funding.
* Families remain eligible at a current setting if they fall into their grace period, but cannot start with a new setting until their code has been reconfirmed and prior to the cut-off date.
* New or lapsed codes will show as eligible once confirmed but cannot be claimed for until the next cut-off date. E.g. A new code confirmed on 2nd January may show the child as eligible, but it has missed the cut-off date of 31st December and cannot be used until the Summer term.
* Codes can only be used for the term after a child becomes eligible and cannot be used once the child has started at reception in school.
* **Please note:** A new child on a claim form will not be funded if their code is in the grace period **BEFORE** when the term starts. This is still applicable even if the child was attending the setting prior to eligibility.

**Chargeable Extras**

* The government funding the Preschool receives is designated to pay for the cost of delivering high quality childcare following the EYFS guidance from the government. Government funding is not intended to cover the costs of meals, other consumables, additional hours or additional services.
* Therefore, for every day that is attended using government funding, the preschool charges £1 per session (with two sessions per day).
* This is a voluntary payment with an alternative option available should any family be unable or unwilling to pay. For those that wish to opt out of this payment please discuss the options available with the management team to ensure the correct food and resources are supplied appropriately.
* Other consumables and additional services that the Preschool offer, includes additional trips and outings, seasonal celebrations and events as well as biannual gifts for the children. These activities require additional resources and staffing, which incurs a voluntary charge of £1 per session, ie, if your child attends for 3 full days, this would produce a fee of £6. This ‘additional consumables’ charge will be automatically added to your invoice, should you prefer to make alternative arrangements please contact the management team to discuss the options available.
* Those children who are eligible for Early Years Pupil Premium or receiving the Two year Early Learning Funding because they receive additional government support, will be exempt from these charges. If you don’t know if you are eligible please speak to the management team who will be able to provide you with more information.

## Difficulty Making Payment

* The pre-school will be sympathetic to parents/carers who are having or who anticipate having difficulty in paying any fees and it may be possible to arrange an individual payment plan. However, this must be negotiated between the Pre-School Committee Chair/Treasurer, Preschool Manager and Parent/Carer in advance. Any family in this situation should contact the Manager or Chair/Treasurer at the earliest opportunity to arrange a confidential meeting. Any information will be treated in the strictest confidence.

## Unpaid Fee’s

## If payment of fees is not received within 14 days from the invoices being provided, a first reminder email will be sent to the designated parent/carer which will detail when the fee payment was due and the total fee amount overdue.

* If fees remain outstanding after this time and no payment schedule has been agreed with the manager, the Pre-school will reserve the right to add a £20.00 charge per month, for late payments.

## Under the terms and conditions pre-school reserves the right to charge a £20 admin fee on top of late fees.

## If payment is still not received within a further 7 days from the first reminder and the parent / carer has not discussed payment of the outstanding amount, the child whose fees remain outstanding may be refused entry to pre-school until such fees are settled in full. This may result in you forfeiting your child’s place at pre-school and the opening will go to another child on our waiting list.

## If the fees due remains outstanding for a further 14 days, a recorded delivery letter will be sent to the designated parent/carer advising that legal action will be taken and collection of the fees will be pursued through the small claims court procedure or by other litigation.

* Application to the small claims court is a last resort which will only be undertaken when all other approaches have been tried, when the Management Committee is confident such action does not contravene other stated aims and policies of the Pre-School, and when they have carefully considered the effect of such action on the child.

## Absence / Illness

## Fees are not refunded for any days missed due to holidays or absence during term time.

## Closures

## In the event that pre-school must close due to things beyond our control such as snow, no heating etc, fees will not be refunded unless it is for more than 2 consecutive days. Please see adverse weather policy.

* Preschool will close for five ‘inset days’ each academic year for staff training and Preschool maintenance. Where possible these will be spread over different days of the week to avoid impacting the same children, however this is at the discretion of the manager and availability of the training taking place. If an inset day falls on your child’s normal day of attendance then it is chargeable as standard.
* Should a Bank Holiday fall inside the term dates when Preschool is usually open, then the Preschool will be closed and the day charged in full to any children on the register for that day.

## Cancellation of reserved place

## In the event that you wish to cancel your child’s place at pre-school, please give us a minimum of half a terms notice in advance. You will not be refunded if the term has already commenced.

This policy was adopted by West Wycombe Pre-school Playgroup in October 2013. Policies are updated when necessary and reviewed on a yearly basis.

Reviewed and amended June 2025.