



Fleckney Baptist Pre-school – Payment Policy

Policy statement:

The pre-school is a registered charity, and all income received from either fees or funding is retained by the setting to cover rent and staff wages, replace equipment and update resources. The prompt payment of fees is vital to help the pre-school meet its financial obligations.

Fee rates:

£5.25 per hour.

Please see our Late Collection Policy for more information on these fees.

Invoicing:

All parents/carers are invoiced at the start of each term and we ask that the fees are paid before the end of term. If your child is attending an additional ad-hoc session, then we request payment by the date on the invoice given.

We only accept payment made via BACS to:

Fleckney Baptist Pre-School

Sort Code: 40-52-40

Account No: 00023686

We are unable to give refunds for days missed through sickness, holidays or leaving part way through a term. If at any time you wish to cancel your child's place at the pre-school or reduce their sessions, we will require a full half term's notice.

Late payment of fees:

If you would like to make an arrangement to pay your invoice through instalments, or are having difficulty in paying your bill, then we request that you contact us as soon as possible after receiving the invoice.

In all other cases, should fees remain unpaid after the due date, the following actions will be taken:

- A reminder requesting payment of fees will be sent to you.
- If no payment is forthcoming, a second reminder will be sent 7 days later.
- Should fees remain unpaid 7 days after the final reminder letter. The pre-school reserves the right to exclude your child from attending any additional hours and he/she will only be able to



access their weekly 15-hour funded entitlement until the outstanding balance has been paid in full.

If a payment plan is agreed and payment is not subsequently made by the due dates, then the preschool reserves the right to request immediate payment of the outstanding balance within 14 days. In all cases, we may pursue legal action to recover any outstanding debts, and any fees associated with this course of action will be passed on to the parents/carers concerned.

Cancelling your child's place or reducing their hours:

We require a full half-term's written notice if you wish to reduce the number of sessions that your child attends, or to cancel your child's place. If you do not provide us with the required notice, then a half terms fees will be charged in lieu of notice. Please note that this is applicable to both fee-paying families as well as those using their Early Years Funding entitlement.

This policy was adopted at a meeting of the pre-school held on the 23rd August 2024

Signed on behalf of the pre-school.....Rebecca Horseman (Manager)

Date to be reviewed: 23rd August 2025