



PAYMENT OF FEES POLICY

Statement of Intent

For Blackberry Lane Pre-School and Nursery to run efficiently a regular income is required. We aim to ensure that all fees are paid on time and where this is not possible to limit the loss.

Procedures

- As of September 2024, eligible working parents are able to apply for up to 15 hours per week of funding for children aged from 9 months to 2 years old (Working parents expanded funding). All children aged 3 + are entitled to up to 15 hours free per week for 38 weeks a year funded by the Government (Universal funding). From September 2017 eligible families of 3 year olds are also entitled to up to a further 15 hours funding (known as 30 hours funding or extended funding). Funding is also available for disadvantaged 2-year-old children subject to families meeting the criteria required. Any child attending our pre-school or nursery for more sessions than their funding entitlement will be charged at the current hourly fee rates.
- Payments for fees are required even when a child misses a session through illness. Exceptions can be made in cases where a child has a long illness or a stay in hospital.
- Children booked in for funding or fees on a term time basis will be required to pay if holiday is taken during term time. Holidays for children with stretched funding will be accommodated if the funding criteria allow. Nursery children who are aged under 9 months old or not eligible for funding and who are booked on a full time basis, will be refunded up to 4 weeks of holiday pro rata per year. If a holiday of more than 2 consecutive weeks is required in exceptional circumstances, please discuss this with the Manager.
- Parents are required to sign contracts for the funded hours and parent paid hours each term. If you wish to move your child to another setting or change the sessions your child attends at this setting we request that at least two weeks' notice is given.
- Monthly invoices will be sent electronically to parents at the beginning of each month and are due immediately. Charges for consumable items, such as snack, hot lunches and uniform will be invoiced separately to the fees. Balances should be cleared on a monthly basis. Should anyone experience difficulties with payments, they need to discuss this with the Manager or Deputy Manager as soon as possible.
- A reminder will be sent to parents after the end of the month.
- If required, an agreement can be set up with the Manager or Deputy Manager to pay in instalments using the following methods:

- Cash payment on a weekly/monthly or half termly basis.
- Standing order payments on a weekly/monthly or half termly basis.
- Direct transfer via online banking.
- Childcare vouchers.
- Tax free Childcare account.

Procedure for the Late or Non-Payment of fees

The Board of Directors cannot accept the non-payment of outstanding fees unless agreed in exceptional circumstances.

Non-payment of fees for more than 14 days after end of the month will result in the following actions by the settings:

- Children in receipt of funding will only attend pre-school or nursery for their funded hour's entitlement, until the outstanding amount has been paid.
- Children who do not receive funding will be requested to not attend the setting until the outstanding amount has been paid.


Blackberry Lane Pre-school will pursue any long-term outstanding bill via the Small Claims Court (Money Claim On-line).

If there is a financial difficulty the circumstances should be communicated to the Manager/Deputy Manager as soon as possible.

I agree to abide by the terms and conditions stated in the above policy.

Signed:..... Parent/Guardian.

Date:

This policy was adopted by	Blackberry Lane Pre-School & Nursery
On	March 2025
Date to be reviewed	March 2026
Signed on behalf of the provider	
Name of signatory	Mrs. D Gibson
Role of signatory	Manager/Director