NITON AND BRIGHSTONE PRESCHOOLS

PAYMENT OF FEES POLICY

We believe that for Niton and Brighstone Preschools 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 an agreement can be made with the Board of Directors.

Every child is entitled to 15 hours of funded Early Learning from the term following their 3rd Birthday.

From September 2025 eligible working parents will be able to claim 30 hours of childcare from the term after their child turns 9 months to school age.

You can apply for 30 hours from 1 April 2025 but once a code is received, will need to reconfirm every 3 months, even if they have not yet started using their entitlements.

The deadline for applying is the day before the new term begins, but we recommend applying at least 6 weeks before the deadline.

If you do not apply on or before the deadline, you will not be able to take up the entitlements in that term.

As a provider we must ensure the code is checked before accepting your child as we cannot claim for any children that do not have a valid code.

Parents of 2-year-olds who are already receiving some additional forms of support may be eligible for 15 hours early learning for their child. This is separate to the 30 hours for working parents.

If you meet both sets of eligibility criteria, you should still apply for the working parent entitlement.

The following link has all the information you need to claim funding.

www.childcarechoices.gov.uk/15-and-30-hours-childcare-support/faqs

Any child attending our preschool for more sessions than their funding entitlement will be charged at the current pre-school hourly fee rate. Parents are required to sign contracts for the funded hours and parent paid hours each term.

Our fees are as follows:

- 0 – 12 months £8 per hour
- 12 months - 2 years £7.25 per hour
- 2 years – 3 years £7.00 per hour
- 3 years – school age £6.50 per hour

Absence /illness/holiday

Payments for fees are required even when a child misses a session through illness or holiday. Exceptions can be made in cases where a child has a long illness or a stay in hospital (this is at the discretion of the manager)

Absences are monitored and recorded in an Absence book. Children who are regularly or persistently absent are recorded on a flow chart to identify a pattern (days, times, if with different parents or carers) Parents are invited in and offered support.

If there is a period of unexplained absence and we are unable to contact the family, the Manager will contact the police to investigate.

This policy also applies to breakfast, after school and holiday provision.

Invoicing Monthly

Niton and Brighstone Preschool have purchased a new online payment platform 'Famly'.

Parents are requested to book their child's place termly via a Google booking document. This booking is then transferred into the Famly system as your child's regular plan.

Invoices will be presented to parents at the beginning of each Month by email from the address no-reply.@famly.co.uk

A period of 10 days is given for payment.

If you require any extra sessions after the invoices have been sent, these sessions can be sent separately or added to the following months invoice.

School dinners will be added to your monthly invoice if requested. If you require an ad hoc school dinner you will receive a separate invoice.

Should anyone experience difficulties with this, then they need to discuss with the Manager or Administrator as soon as possible. If required, an agreement can be set up with the Manager to pay in instalments using the following methods:

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

Late/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 will result in the following actions being taken by the pre-school:

- Children in receipt of funding will only attend pre-school 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.

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

This Policy was written and adopted by the Board of Directors in 2026

All policies are reviewed annually at the Annual General meeting.