



Hambleton Youth Hut
West Street
Hambleton
PO7 4RW
02392 632242
www.hambletonpreschool.co.uk

10.13 Payment & Fees Policy

- Payment can be made by internet banking, BACS transfer, Vouchers, Tax free childcare vouchers, cash or cheques, made payable to Hambleton Pre-School. We **DO NOT** accept PayPal payments as we incur a fee. Parents will be expected to pay any bank charges incurred by the Pre-school as a result of their cheques being unpaid/returned.
- Parents are invoiced every month usually within the first week via email; a paper copy is also available on request. If fees are due to be invoiced when we come back after a school holiday, parents will be invoice the first week back of the new term. **Payments must be made within 7 days of the invoice date. Late payments will incur a 3% charge.**
- If you think your bill is incorrect, please contact us and we will double check for you. Please **DO NOT** amend/underpay any invoice amounts without confirmation from the Supervisor. If you have any problems with Fee payments, special arrangements can be arranged, please speak to the Supervisor to agree a payment plan.
- **Unpaid fees:** If fees are unpaid after 7 days, we will remind you in person and a reminder email will be sent requesting payment. If after another 7 day you child fees are still not paid you will incur a **3% charge**.
- All agreed sessions have to be paid for, as staffing numbers are organised in advance. Four weeks written notice is required when a child leaves Pre-School or if your need to change or reduce your child's hours, otherwise a payment of fees due in lieu of notice will be charged.
- **Holidays:** If a parent removes a child for a holiday during term time, then the usual fees will still be charged.
- **Illness:** If a child is absent due to illness for up to 4 weeks then full fees will be charged. If they are absent for more than 4 weeks then please speak to the Supervisor.
- Any closure days that may occur within an invoiced period will be re-calculated on the parents next invoice i.e. closure due to bad weather.



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- If we have to close due to the Covid-19 pandemic, additional sessions will be rearranged at your convenience, for your child when we re-open. If this is not possible we will adjust your fee payment on your next invoice.

Please note if your child receives funding (2 year old/15/30 hours) you are not entitled to a refund or additional sessions, if we close.

- Ours Fees are reviewed in November each year at our annual AGM and any increase will be implemented in January. You will be given four weeks written notice of these changes.

- From the start of the term following your child's 3rd birthday, you are entitled to a government grant for up to **15 hours** per week for a maximum of 570 free hours each eligible birthday year. You are required by the Pre-School to complete an Education grant claim form for the hours required, which Pre-school will supply. The Pre-School then processes this claim.

- If you are entitled to **30 hours** funding, please apply online and supply us with your Code and National Insurance Number so we can process this claim, you will also have to fill in an Education grant claim form for the hours required, we are unable to claim your child's free hours without these. All Parents must confirm they are still eligible every term on the government website, otherwise, we will be unable to claim and you will be charged at our hourly rate for the unfunded hours your child attends preschool.

- We also accept **Two-year-old** funded children. Same procedure applies as 30 hours funding.

- Occasionally the school year is a few days longer than the government-funding period and your child may run out of hours. If this is the case we will endeavour to inform you in advance if there may be addition fees to pay for you child.

- If you are claiming Funding at another setting, we reserve the right to contact them, to confirm the hours your child attends, and how many funded hours they have claimed. We are happy for the other setting to contact us.

- For your child to keep her/his place at the setting, you must pay the fees. Where funding is not received for your child, then fees will apply and paid for within the timescale stipulated above. Repeated late payments may mean your child **CAN NOT** attend until payment is made.



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- Once your child has been offered a place, a deposit of **£15** is required before your child begins attending the Pre-school. This deposit secures the specific sessions you require and is offset by a **logo sweatshirt, water bottle and a book bag** for your child. This deposit will not be returned if sessions are allocated and not taken up.

- **Late Collection:** Late collection of your child will incur additional fees. Care is not available outside our opening hours, but if a child is collected late you will be charged an additional **£5** for the first 15 minutes and thereafter, unless we have been advised before hand.

- **Afterschool Club:** The same process for Fees, set out above in our fee policy, applies to Afterschool Club. If your child attends Hambledon Primary and they have an inset day, we will not charge you for that session. All other sessions will be charged regardless, whether your child will or will not be attending Afterschool club, as staffing numbers are organised in advance. Four weeks notice is required for change of hours or leaving Afterschool club, otherwise a payment of fees due in lieu of notice will be charged. All fees will be based on your completed and returned session letter from the end of previous term.

- **Preschool Children attending Afterschool Club:** If your child is not in receipt of government funding, or has run out of funding hours, you will be charged at the higher Afterschool club rate.

- **Toddler Fees:** A £2 charge per family must be paid when attending Parent and Toddler Sessions. We accept Cash or BACS; this is to cover snack/tea/coffee and resources used at these sessions.