

## **PAYMENT OF FEES**

The fees for unfunded children and children who are eligible for funding but are using their full amount of funding whether at our Pre-school or another provider, are charged at an hourly rate. The hourly rates are subject to annual review.

An invoice for the terms fees will go out the first week of the term. For unfunded children parents are given the option to split their invoice amount with the second installment due after the half term. For funded children doing in excess of their 15 funded hours there is no option to split the invoice. Payment can be made by bank transfer, cheque or directly into our bank account. We do not accept cash payment at preschool.

Invoices must be settled by the date shown on the invoice. For late payers a reminder will be sent out, followed by a letter. Any outstanding invoices for sessions could jeopardize a child's place at Pre-school for the following half term. Any child who is also in receipt of Flexible Free Funding will be able to remain at Pre-school for their funded hours only.

You are required to pay for every reserved session, even if your child is absent due to illness or other reasons, except at the Management Committee discretion.

Bank Account details are as follows:

**Bank Account: Barclays Bank Plc**  
**Account Name: Marlow Bottom Pre-school Playgroup**  
**Sort Code: 20-40-71**  
**Account Number: 70798576**

When depositing money into the above account please use your child's surname as a reference and put down fees or whatever else it may for.

**e.g. Reference: Smith H, Fees**

### **Childcare Vouchers**

To assist parents with the payment of fees, Pre-school accepts Childcare Vouchers. The voucher system enables you to deduct the cost of childcare fees through payroll, before tax and NI, on a monthly basis. We are currently registered with Busy Bees, Fair Care Childcare, Childcare Plus, Allsave and Sodexo Pass.

If your employer operates any of these schemes and you wish to pay your fees using Childcare Vouchers, then please contact the Preschool Administrator for further details. If your employer offers another scheme, then Pre-school may be willing to sign up.

## **PAYMENT OF FEES**

This Policy was agreed and adopted at a Committee Meeting held on

Signed .....

For and on behalf of Marlow Bottom  
Pre-school CIO

This policy was reviewed and amended as necessary at a Committee Meeting held on

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