

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 week before the start of each term for existing children. For children new to the Pre-school the invoice will be issued once they start. 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 must be made by bank transfer. We do not accept cash payment at preschool.

Where a parent has paid a deposit of £150, to secure a place, for a funded child this will be returned within 6 weeks of that child joining us, or with your permission if hours over the funded hours are being taken, it can be held on account. For unfunded children, £75 will be taken off the first invoice and the second £75 taken off the final invoice before the child becomes eligible for funding

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 jeopardise a child's place at Pre-school for the following half term.

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: Santander
Account Name: Marlow Bottom Pre-school CIO
Sort Code: 09-01-29
Account Number: 36943300

When depositing money into the above account please use your child's surname as a reference and put down "fees" or what the payment relates to.

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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.

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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