

Next Steps Pre-school of Elms Vale, Church Road, Dover, CT17 9LW

Tel: 01304 226234

Registered Charity No. 1156391



## **PAYMENT OF FEES POLICY**

### **Statement of Intent:**

### **Hours of opening are:**

Mon, Wed, Thurs and Fri 8.30 am till 15.30pm

Tues 8.30 am till 11.30 am

The pre-school receives Free Early Education funding for 3 & 4 year olds; this depends on their birth dates.

- 1 January to 31 March (inclusive) – the start of Term 5 following their third birthday (after April holiday).
- 1 April to 31 August (inclusive) – the start of Term 1 following their third birthday (after summer holiday)
- 1 September to 31 December – the start of Term 3 following their third birthday (after Christmas/New Year holiday)

There is one delivery pattern in regarding all Free Early Education and Parent Working eligibility or Free for 2 funding, if your child does any extra hours over the funding you have claimed on your funding form you will be charged for these hours from Sept 2025 this will be £6.00 an hour.

All extra wraparound childcare booked must be paid even if your child is absent, once they are settled after first term of starting preschool.

### **Method:**

Parents can pay, weekly, fortnightly, or monthly in advance (depending on the arrangement you have made), but they must pay up full balances within that term. Fees for childcare (not funded) and wraparound will be invoice and paid within 5 days (if there are any problems they need to discuss this as soon as possible).

Parents/carers can register for Free Early Education/Parent working eligibility funding the term after their child is three years old and two years old respectively and they are entitled up to 30 hours of educational sessions, which will be deducted from their account and no payment will be required for these hours. (See the payment procedure).

The Manager will arrange your child's hours and will need to see your child's birth certificate, these can be changed but notice is required.

Payments must be put into an envelope and the session and dates the money covers must be written on the envelope. Parents/carers can have an invoice at anytime and will be given a receipt once they have paid.

There are systems in place (four weekly) where the Finance Manager will use where letters are sent after a period, this system is used for everyone paying fees (not funded) and wraparound. There is a policy for late payments and pick up which all parents need be aware of.

Payments can be made with a cheques or with cash. Banking is done weekly and cheques take four days to clear, please bear this in mind when writing your cheques.

The preschool will put an automatic 5% increase Sept 1st of each year as costs are always rising in regard to other outside factors.

When you are receiving letters reminding you about your late payment, after three invoices there will be a £25 admin charge put on your invoice. If it is not settled after this there will be a further charge of £10 every time a further invoice is issued.

This policy was adopted at a meeting held on Sept 2025

Due to be reviewed Sept 2026

Signed on behalf of the management committee

A handwritten signature in black ink, appearing to be 'VMcCarthy', with a long horizontal line extending to the right.

Name of signatory Virginia McCarthy

Role of signatory Manager

