

**The Brislington Village Pre-school Ltd Fee Paying Policy**

**Statement of Intent**

The Brislington Village Pre-school will set and review fees annually, (usually in September at the start of a new school year, but may be increased at any time).

**Aims**

This setting is a not for profit organisation and all parents/carers have a responsibility to pay all their childcare fees as laid out in this policy. Failure to do so will result in the child being unable to attend the setting.

**Methods**

As stated in our prospectus, all fees must still be paid, if children are absent for a short period of time e.g. on holiday or sickness. Fees are also still payable on inset days. If your child has to be absent over a longer period of time e.g. more than 2 weeks, please talk to a member of staff.

The parent/carer will be notified at the start of each term of the amount of fees for the forthcoming term.

Fees must be paid within 14 days of the issue of an invoice.

Failure to pay the fees may result in the child’s hours being reduced or suspension of their place until the outstanding monies has been paid.

If parent/carers are experiencing difficulties paying they should in the first instance contact the Director or Administrator of the setting.

In the event of the setting being closed for more than 14 working days, then any fees already paid will be refunded for the duration of the closure.

Payment can be made 5 ways either-:

 By cash given to the administrator

By cheque made payable to The Brislington Village Pre-school Ltd and given to the administrator

By BACS – bank details of The Brislington Village Pre-school Ltd will be provided by the administrator when requested,

By Tax Free Childcare –our unique reference is available upon request to the administrator

 or

By childcare vouchers – bank details of The Brislington Village Pre-school Ltd will be provided by the administrator when requested. If The Brislington Village Pre-school Ltd does not already participate in any scheme, the administrator will liaise with the parent/carer to make appropriate arrangements.

On receipt of fees, a receipt will be issued by the administrator.

If a parent/carer paying fees wishes to remove their child from the setting, they must put this in writing to the administrator, giving one month’s notice.

This policy was adopted at a meeting on 1st September 2015

This policy should be read in conjunction with our:-

Contingency policy.

Finance policy.

Reviewed September 2018

 Although under constant review, an overall review date has been set for **September 2019**