



Triangle Pre-School

Wesley Methodist Church Hall, Fromond Road, Winchester, Hampshire, SO22 6EG

Telephone 01962 880988

Registered Charity Number: 1033953

Fees Policy

As a community resource, which is committed to childcare, we aim to keep our fees affordable and competitive.

As a registered childcare provider we receive funding for all children from the term following their third birthday. Each funded child is entitled to fifteen hours funded education a week; when a child's hours exceed fifteen hours at the setting then fees will be payable, with the exception of some eligible families who are entitled to 30 hours funding, subject to certain criteria.

We also receive funding for some children from their second birthday depending on their circumstances.

Payment of Fees:

- Pre-school fees are due at the start of each half term. Fees are payable for all the sessions booked even if some are missed due to illness, holiday or for any other reason.
- Failure to pay fees on time could result in your child's place being withdrawn. Fees may also be charged if you are more than 10 minutes late collecting your child as we may have to pay staff overtime.
- Fees are invoiced at the beginning of every term and are payable by cheque, cash, Childcare vouchers or BACS. BACS is our preferred method of payment.
- If Parents/guardians decide to reduce the number of sessions for their child, Triangle require 4 weeks written notice and the original sessions, which would have been invoiced, will still be required to be paid by parents. An amended invoice will be raised after the 4 weeks notice is ended.

All invoices are issued with the following structure in place:

1. At or before the start of a new term, an invoice will be issued stating the fees that are due. The invoice will give details of sessions and the rate being charged. Payment for the first half term is due at the start of each half term, and will state a "payment required by date."
2. If payment is not received by this date, an '**overdue account**' letter / email will be issued asking for full payment **within seven days**. If payment is received within seven days then no further action will be taken.
3. If payment is not received within seven days then at this stage your child(ren) will be unable to use our services / only attend funded hours until payment is received in full. If payment is received no further action will be taken.
4. If payment is not received within seven working days the Pre-school may begin proceedings in the County Court for which we charge an administration fee of £50 and all court costs. If the Pre-school is required to attend at County Court, cost will be charged at £20 per hour.

FEES POLICY cont.

Late or non payment of fees:

As a registered Charity with limited funds at our disposal we expect all Parents/guardians to assist us in the smooth running of the Pre-school by ensuring all fees are paid promptly. We appreciate that sometimes unforeseen circumstances may occur which result in the late payment of fees.

If a parent/guardian has any problems paying fees a discreet and informal meeting will be arranged with the Manager and in some exceptional circumstances we may agree to a payment plan with the following structure:

- If any agreed payment is not made, the children eligible for funding will only be allowed to attend for their funded 15 hours until arrears are cleared and payments are up to date. If the child does not attend funded hours, they will not be able to attend until arrears are cleared.

- If payments continue to be missed, parents will lose the benefit of a payment plan

We will look at each individual case sensitively and all information will be treated confidentially.

This policy was adopted at a meeting of Triangle Pre-School held on:

20th October 2023

Date to be reviewed: October 2024

Signed on behalf of the Management committee:

Name of Signatory:

Role of Signatory: