



## Menston Preschool Fees and payment policy

Updated January 2023 E Newitt

**Parents/Guardians are requested to read and sign the following document which explains our fees and payment terms and conditions and forms part of our Admission documentation.**

### Payment of Fees

Menston Preschool runs on a three-term calendar, and the dates of each term follow that of Menston Primary School.

Invoices are issued termly in the second and third week of term and are distributed to parents/guardians of children under the following circumstances:

1. Parents / guardians of children who are not yet eligible for three – five-year-old funding due to their age.
2. Parents / guardians who claim all of their funded hours with an alternative provider.
3. Parents / guardians claiming funded hours and pay a ‘Consumables and resources’ contribution of £2 per hour for any funded hours claimed.
4. Parents / guardians who pay for additional hours on top of those claimed as funded hours.

Fees from September 2023 will be set at £6.75 per hour. Payments can be paid weekly, monthly by arrangement and can be made by bank transfer or cash. We also accept payments from tax free childcare accounts and by childcare vouchers. Please inform the Business Manager if you intend to pay using one of these methods.

1. Fees are reviewed annually in advance of the September term.
2. Fees will not change mid-term, but in exceptional circumstances may change part way through a school year to take effect at the start of the following term. Any change will be communicated at least one month in advance of the change.
3. If for any reason parents / carers choose to terminate their child's place at Preschool they are required to give 4 weeks' notice in writing, during which time fees will be payable. Individual circumstances will always be considered.

### **Fees will not be refunded under the following circumstances:**

- 1 Non-attendance due to parental choice
- 2 Non-attendance due to child's illness
- 3 Holidays during term time
- 4 Your child not settling in
- 5 Short notice / emergency closures

## Application for assistance with Preschool fees

If you require assistance with payment of your preschool fees, please speak to the Business Manager when before your child starts Preschool or as soon as possible after receiving your invoice.

## Late Payment of Fees

The Business Manager keeps an up-to-date record of fee payments. If payment has not been received by the declared deadline, a reminder will be issued with a deadline for payment. If payment is still not received by the deadline, the matter will be referred to the Treasurer for their attention.

If you think you are going to have problems paying fees within the stated timescales, please contact the Business Manager at the earliest opportunity who will be willing to discuss alternative arrangements for payment with you in the strictest confidence.

## Non-Payment of Fees

If fees remain unpaid, then the Business Manager / Treasurer will refer the matter to the Board of Trustees.

Any decision taken by the Trustees will foremost take into consideration the welfare of your child and the wider interests of the group. However, at this point the Trustees reserve the right to remove the child from the session list. The Trustees also reserve the right not to re-introduce the child's sessions once payment has been received.

You will be asked to attend a meeting with the Chair and Business Manager to discuss the Committee's decision which will include agreeing a schedule for paying fee arrears. If the repayment schedule is not agreed to or maintained, the Trustees will seek advice from other authorities, including legal representatives.

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**Please complete and sign the consent form:**

**\*Preschool to retain this consent**

<b>I confirm I agree to the terms and conditions laid out in Menston preschool Fees and payment policy</b>
<b>Child's Full Name:</b>
<b>Parents / Guardians Full name:</b>
<b>Signature:</b>
<b>Date:</b>