



Policy reviewed annually  
Last updated DEC 2026

## Menston Preschool Fees and payment policy

**The following document explains our fees and payment terms and conditions and forms part of our admissions documentation. Parents/Guardians are requested to read the information carefully before signing the form on the final page.**

Menston Preschool runs on a three-term calendar. 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 choose not to claim funding for their child's attendance at Preschool. For example, if they claim their funded hours with an alternative provider.
2. Parents / guardians who pay for additional hours on top of those claimed as funded hours.
3. Parents / guardians who pay for the additional early start session. Currently charged at £2.50 per session.

### Payment of Fees

- Fees are currently set at £6.75 per hour
- Payments can be paid in weekly or monthly instalments by arrangement and can be made by bank transfer or cash. We also accept payments from tax free childcare accounts and by childcare vouchers from all the main providers. Please inform the Business Manager if you intend to pay using one of these methods.
- Fees are reviewed annually
- 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.
- 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 taken into consideration.
- Fees are not charged for bank holidays when Preschool is closed.

### **Fees are not refundable 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

### Childcare Vouchers and tax-free childcare accounts

Menston Preschool accept childcare vouchers from all the main providers as payment for all fees including the consumables and resources contribution. We also accept payments from government tax-free childcare accounts. For more information about how to pay using these methods please speak to the Business Manager.

### Assistance with Preschool fees

If you require assistance with payment of your preschool fees, please speak to the Business Manager 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. If fees remain unpaid, then the Business Manager / Treasurer will refer the matter to the Board of Trustees.

### Non-Payment of Fees

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.

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

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

**Preschool to retain this form. Parent to retain policy wording**