



# Small Wonders Pre-School

Crownhill Meeting Place  
Lennon Drive  
Crownhill  
Milton Keynes



Tel: 01908 263995 Charity No: 1033685 OFSTED No: 141780

## Fee Payment Policy

### Statement of Intent

It is our intention to collect fees for all children attending the pre-school in advance. This can be done in any amount chosen by the parent, however, 2 weeks need to be paid in advance. Parents are liable for fees for all booked sessions even if the child does not attend. 4 weeks paid notice is required if your child is leaving pre-school or reducing their number of sessions.

### Aim

We aim to ensure that fees are collected on time and in advance, to ensure the sustainability and consistency of the pre-school, and highest standard of early years education provision at all times.

### Methods

In order to achieve our aim we will operate the following policy;

- At the beginning of each half term parents will receive an invoice stating the amount owed for the following term.
  - Small wonders pre-school requires two weeks payment on receipt of your invoice.
  - After 10 working days if payment has not been received then the following procedures will be implemented.
  - 2 weeks after the first payment Small Wonders Pre-school requires payment for the next two weeks. However, parents can pay in weekly (after the first two weeks is paid up front), monthly or termly instalments to suit their individual needs.
  - Payment can be made by cash or cheque at the pre-school office or via online banking; sort code 20-57-40 acc no 00356972.
  - Please use your child's name as reference.
- ***Should any parent experience difficulties in paying for their fees the following steps will be taken;***
    1. The parent(s) will immediately provide an explanation in **writing** to the Treasurer via the administrator.
    2. Following this, a formal arrangement will be reached to include a payment schedule signed by both administrator and Parent(s).



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3. Should an explanatory letter not be provided and thus no arrangement reached, then a first letter of intent will be issued. This will advise that the above measures must be undertaken within a specified time scale otherwise their child's place will be jeopardised.
4. If an arrangement is still not reached and fees become more than 2 weeks in arrears then a second letter of intent will be issued. This will advise that the child's place will be immediately suspended for a specified time period and they will be unable to attend pre-school during this time.
5. At the end of this period, should an arrangement not be reached, or any acceptable effort to clear the overdue fees be made, then a final letter will be issued. This will advise that the child's place would be rendered empty on a specified date, and now available for the next child on the waiting list, in line with our admissions policy.
6. Debts will need to be cleared before any increase in sessions or additional children are taken on. If debts are not cleared for each term then the child will not be able to return for the following term.

***Should these overdue fees be cleared, or an agreed arrangement be reached within the specified period (stated above in point 4), and the child resumes his/her place at the pre-school the following will occur;***

1. Fees will be due for 100% of the suspension period in advance, as this place was suspended and not available to any other child during this time.
2. Should these overdue fees not be cleared, or an agreed arrangement be reached within the specified period (stated above in point 4), then legal proceedings may be undertaken to recover these funds.

***• Should any parent refuse to pay for the fees outlined by the pre-school in the fee structure policy, then the following steps will be taken;***

1. The parent(s) will be contacted by the treasurer in writing, advising that should the correct fees for their child's place at the pre-school not be paid for as outlined in the policy above, then the following steps will be taken;
2.
  - a) A specified period will be given to allow the parent to decide whether they intend to keep their child at the pre-school and pay the relative fees in line with our fee payment policy, or remove their child from the pre-school.
  - b) Should the above (as stated in point a.) not be undertaken within the specified period, their child's place within the pre-school will be cancelled and available for the next child on the waiting list, in line with our admissions policy.
  - c) Subsequent to this, legal proceedings may be undertaken to recover these funds. And the child's place would be rendered empty on a specified date, and now available for the next child on the waiting list, in line with our admissions policy.



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## Consumables Fee

A consumables fee of 50p per session will be charged for all funded children. This consumables fee is put towards the costs of;

- Snack; which is offered and provided for in both AM and PM sessions
- Art and Craft materials such as paint's, craft glue, sugar paper and messy play materials etc

## National Education Funding

The funding applies to all children attending in the term following their 3<sup>rd</sup> birthday and for qualifying 2yr olds from the term following their 2<sup>nd</sup> birthday until starting school.

Parents must return a completed parental declaration form every term by the specified date. We must have a copy of proof of date of birth e.g. birth certificate or passport.

Parents will be charged full fees for all sessions if a parental declaration form is not received as the pre-school will not receive any money from the council without a declaration form. We can not make a funding application without a completed parental declaration.

If a child leaves before a funding application is made, fees will be charged at the full rate and two weeks notice. We will then follow our procedures for recovering any outstanding fees.

This policy was adopted at a meeting of the Small Wonders Pre School held on

**15<sup>th</sup> November 2023**

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Signed on behalf of the pre-school

**Amy Randle**

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Position

**Pre-school Administrator**

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