



Broadbridge Heath Village Centre, Wickhurst Lane,  
Broadbridge Heath, Horsham, West Sussex,  
RH12 3LY. 07825603601

### **Payment and fees policy**

Skylarks Community Preschool is a charity and therefore relies heavily on the prompt payment of fees in order to remain open.

#### **Payment information**

Fees are due every half term in advance. You will receive an invoice via Tapestry, advising parents/carers of the amount of fees due.

Fees can be paid bank transfer or using childcare vouchers.

#### **Late payment of fees**

If fees are not paid on time, then the Pre-school reserves the right to undertake any of the following actions as appropriate:

- Exclude the child from pre-school
- Charge a late payment fee of £25.00
- Pursue the matter in the small claims court

Where a family owes money and is not prepared to agree a plan of action to clear the debt, the Pre-school also reserves the right to withdraw free entitlement funding in our setting for their child/children until the debt is cleared.

#### **Payment plan**

If a parent/carer is unable to pay the fees within the time period then they must advise the Manager and provide a genuine reason why they are unable to pay. In exceptional circumstances the pre-school may agree to fees being paid by a payment plan.

A payment plan is a plan agreed between the pre-school and the parent/carer detailing the dates and amounts to be paid. If the plan is not adhered to by the parent/carer, then pre-school will implement its policy on late payment of fees.

#### **Childcare vouchers/Government vouchers**

We accept all vouchers. Please inform the manager that you will be paying via vouchers.

#### **Payment of fees**

For your child to keep her/his place at the setting, you must pay the fees promptly. We are in receipt of the free entitlement funding, where funding is not received, then fees apply. Failure to do so could result in your child being excluded from the setting.

#### **Hourly rate**

Fees are £6.00 per hour, payable on receipt of a bill each half-term. This rate is reviewed annually to match the free entitlement rate as closely as possible.

### Request for additional hours

Requests for additional hours will only be granted if there is space available and we have adequate staff supervision.  
**Requests will not be granted if fees are not up to date.**

### Additional points to note.

- FE sessions can only be changed with WSCC termly. Once the WSCC closing date for a term has passed, funded hours cannot be increased until the following term.
- We do not swap sessions.
- We plan our staffing ratios carefully and swaps may potentially destabilize the numbers with a negative impact on the provision for the other children.
- If a child is absent for any reason (including sickness or family holidays) from a pre-booked session, fees are strictly non-refundable and we cannot swap sessions.
- Early arrival and late collection of more than 10 minutes will be subject to a charge of £15 per time.

### Absent children

Fees must still be paid even if a child is absent.

### Notification of change in attendance

A half-term's notice in writing must be given when wanting to decrease the days of attendance, failure to do so will result in fees being charged for the following half term.

A four weeks notice in writing must be given when withdrawing a child from the setting.

### Contact information

For all queries regarding invoices and payments please contact the manager of Skylarks Community Preschool.

For any other queries please do not hesitate to contact your Key Person

This policy was adopted by	Skylarks Community Preschool	<i>(name of provider)</i>
On	<u>1<sup>st</sup> April 2026</u>	<i>(date)</i>
Date to be reviewed	<u>1<sup>st</sup> April 2027</u>	<i>(date)</i>
Signed on behalf of the provider		
Name of signatory	<u>Kathleen Thomson</u>	
Role of signatory (e.g. chair, director or owner)	<u>Manager/Trustee</u>	

Date Reviewed	Changes	Signature

