

Organisation Fees Policy

*Unique
Child*

*1.2 Inclusive
Practice*

*Positive
Relationships*

*2.1 Respecting
Each Other*

*Enabling
Environment*

*3.3 The Learning
Environment
3.4 The Wider
Context*

*Learning
Development*

Haddenham Puddleducks Pre-school is a registered charity and operates a service which is fair and competitively priced. We aim to offer a high quality service, in a safe and stimulating environment where the needs of individual children are met.

Sickness & Holidays

If a child is absent due to sickness or holidays the fee will remain in place as the preschool will have kept their place open and still have to employ and pay staff. In the case of continuing illness please speak to the Administrations Manager as fees for such absences are at the discretion of the preschool committee.

Payment of fees

Fees can be paid for in advance, weekly, monthly or per half term.

An invoice will be given to the parent during the last week of the previous half term for the following half term, where payment dates and amounts will be stated.

We accept childcare vouchers, cheques, cash, you can pay directly into the Puddleducks account or set up a direct debit or standing order.

If paying by cash or cheques, fees should be placed in an envelope provided and clearly marked with the child's name and amount enclosed. Cheques should be made payable to Haddenham Puddleducks Preschool. Please note if paying by cheque any bank charges incurred from returned / refused cheques will be passed back to the cheque signatory.

Late Collection Charge

Our sessions finish at 11.45am (morning) 1pm (lunch session) and Sessions 3.30pm (afternoon), please ensure that you are on time to collect your child. The pre-school will be operating a late collection charge of £20 per 15 minutes.

Late payment of fees

Fees should be paid at the beginning of the half term. An overdue reminder letter will be sent to the parent for any outstanding fees, requesting payment within 14 days. If payment is not made within this timescale the pre-school has the right to suspend the child's place until outstanding fees are paid up to date. If fees continue to be outstanding the parent will be sent a further letter asking for fees to be paid within 14 days upon receipt of the letter or proceedings through the small claims court will be instigated to reclaim the outstanding amount. Any child who is receiving Nursery Education Funding will be able to remain at pre-school for their funded hours only. Should a problem arise concerning payment of fees, parents should speak to the administrations manager as soon as possible to enable the pre-school to come to an agreement regarding payment. Confidentiality is assured.

2 year old & 3/4 year old Education Funding

Haddenham Puddleducks Pre-school are in receipt of two, three and four year olds funding. Two year old funding is available for those parents who meet the criteria and subject to availability. Three and four year funding is available the term following your child's third birthday. Your child will be entitled to 15 hours per week universal funding for 38 weeks a year. There is extended funding up to 23.75 hours for those parents who meet the criteria and subject to availability. Our Administrations Manager will circulates the details termly. Any additional hours above a child's funded hours will be charged at the normal rate.

Non-payment of Fees

Haddenham Puddleducks Pre-school reserve the right to refuse future admissions if fees remain unpaid.

Termination of the contract

Haddenham Puddleducks Pre-school reserves the right to terminate the contract without notice in the event of unsuitable behaviour of parents or non-payment of fees following the non-payment procedure. At all other times one month's notice in writing will be given.

If you wish to remove your child from Haddenham Puddleducks Pre-school 4 weeks notice is required.

This policy was adopted at a meeting after the AGM of Haddenham Puddleducks Pre-school held in February 2020

Signed on behalf of Haddenham Puddleducks Pre-school by.....