



Payment of Fees Policy

Silsoe Pre-School operates as a not for profit organisation aiming to provide good quality and affordable childcare for the local community; as such we rely heavily on the prompt payment of fees to cover our day to day operational costs.

Nursery Education Funding (NEF)

Silsoe Pre-School offer 15 hours of free early education to eligible children aged two, three and four years of age. Children become entitled to 570 hours of Nursery Education Funding (NEF) over no fewer than 38 weeks of the year the term following their second or third birthday in accordance with the table below. This equates to 15 hours per week/5 Pre-School sessions.

Eligible children who are aged 2 or 3 between:	Will have a free place from the following:
1 st April and 31 st August	1 st September following either their 2 nd or 3 rd birthday
1 st September and 31 st December	1 st January following either their 2 nd or 3 rd birthday
1 st January and 31 st March	1 st April following either their 2 nd or 3 rd birthday

Their entitlement continues until either the end of the term in which they become five years old or until they start school.

2 year old NEF – to find out if you are eligible for funding please visit <http://www.centralbedfordshire.gov.uk/school/professionals/two-year-old-funding/free.aspx>. Please note Silsoe Pre-School accept children from aged 2 years and 6 months.

3 & 4 year old NEF funding – all 3 and 4 year olds are entitled to funding as detailed above.

Fees are charged for children attending sessions which are not covered by Nursery Education Funding

Types of Fees

1. Registration Fee:

- Children attending Nursery Education Funded sessions only – **no fee** as covered by the Central Bedfordshire Council Local Funding Agreement.
- Children attending **any** non funded sessions - A one off non-refundable fee of **£50** is required upon registering your child at Pre-School.

The fee is agreed by the Pre-School Committee and advance notice of not less than one half-term period is given for any increase.



2. Session Fees: A fee is chargeable per session for all children that are not eligible for funding or for children who have exceeded their funding entitlement.

The Pre-School Committee agrees the fees and advance notice of not less than one half-term period is given for any increase.

Session fees from September 2023

2 year olds *(applicable until the end of the term in which a child turns 3 years old)*

Session	Session Duration	Rate per session
Morning session	09.00-12.00	£21.50
Afternoon session	12.00-3.15	£23.00
Full day	09.00-3.15	£44.50

3 year to 5 year olds *(applicable from the term following a child's 3rd birthday)*

Session	Session Duration	Rate per session
Morning session	09.00-12.00	£18.50
Afternoon session	12.00-3.15	£20.00
Full day	09.00-3.15	£38.50

Concessions cannot normally be made for absences since another child cannot always fill the place.

Regular sessions – Sessions will be invoiced in advance monthly. Invoices will be sent via email by 14th of the preceding month and payment is due by the 1st of the invoiced month.

Ad-hoc sessions – Sessions will be charged with the next monthly bill.

Payment of Fees

We can receive payment by electronic bank transfer or childcare vouchers. More detailed information about payment methods is included on the invoices.

Late Payment of Fees

Fees are due by the 1st of each month.

In the event of late payment of fees, we will continue with the following procedure:

1. If it is not possible to pay the fees immediately and in full, please speak to the Business Manager, Karen Brown by emailing silsoepreschool@yahoo.co.uk or by telephone on 01525 864938 as it may be possible to work out a payment plan paying weekly/daily – confidentiality will be assured. Please note that it may be possible to receive childcare payment help through Universal credit or childcare vouchers.



2. If payment has not been made by the 1st of each month as per the invoice, a reminder will then be issued giving a final due date of 14 days after the initial due date.
3. After 14 days, if full payment has not been received, nor a payment plan agreed, or where repeated overdue payments or default (i.e. more than two instances) is made on the payment plan, Silsoe Pre-School reserves the right to follow the procedures set out in the contract signed and agreed by both parties at the point of '*Acceptance of our offer of a childcare place*' when joining Silsoe Pre-School:
 - a. If the payment is outstanding for more than 14 days or your account is repeatedly overdue then we reserve the right to terminate your Pre-School agreement, giving 14 days' notice in writing.

Refunds

1. No refunds will be given for periods when the place is unfulfilled due to illness, holiday, enforced closure due to adverse weather or government intervention i.e. pandemic management, or other exceptional circumstances.
2. Refunds will not be made where a child leaves or reduces their weekly sessions after the initial invoice has been issued.
3. Refunds will not be given for ad-hoc sessions cancelled with less than 48 hours notice.

Funded hours

1. Fifteen funded hours is 5 sessions per week.
2. The allocated funded sessions are fixed and cannot be changed regardless of whether they fall on a bank holiday / inset day or for any other reason.
3. Funded sessions will be allocated to morning sessions first.
4. Once the child's morning sessions have been allocated as funded, any remaining funded sessions will be applied to the afternoon sessions, starting with their first afternoon of attendance each week, continuing until all 5 funded sessions have been allocated.

This policy was adopted by	Silsoe Pre-School
Date	March 2023