



CLAVERING AND ARKESDEN PRESCHOOL
Registered Charity No. 1132714

11 Clavering & Arkesden Preschool Payment Policy

Clavering & Arkesden Preschool is committed to provide a safe, nurturing, inclusive and happy environment for all children and staff. To enable us to do this we need to ensure sufficient funds are available and a fair system is in place to all parents & carers.

Overview of policy

We recognise the need for affordable childcare and carefully manage our costs and charges to ensure our services are available to all. We keep our hourly fees as low as possible.

Where your child uses non-funded sessions or exceed government funded hours, we will advise you on the monthly invoice regarding payment method. Our Finance Manager, Kellie, or our Preschool Manager, Michelle, are available to support parents who find themselves in difficulty when paying.

Fees (as of 2nd September 2026)

Our hourly rate is £8.00 and we run 3 sessions a day:

- 9.00-12.00 – Morning Session (£24.00)
- 12.00-13.00 – Lunch Session (£8.00)
- 13.00-15.00 – Afternoon Session (£16.00)

In addition, we run wrap around care open to all children attending an adjacent session:

- 8:30-09:00
- 15:00-15:30

The cost for this is £4 for each half an hour session. This is an additional service the staff are providing and **is not included in the funding you receive**, and you will be invoiced for this separately should you require the service.

Government funding (as of 1st September 2023)

Your child is eligible for up to 15 hours Government Funding the term after their third birthday. You may also be eligible for 2-year funding and 30 hours funding for working parents. Please visit <https://beststartinlife.gov.uk/childcare-early-years-education/15-and-30-hours-support/> for more information.

From **September 2025** working parents of 2-year-olds will be able to access up to 30 hours childcare support. Please see <https://beststartinlife.gov.uk/childcare-early-years-education/15-and-30-hours-support/working-families/> for more information.

Fee payment process

- 1) Invoices for fees will be emailed half-terminly in advance and within the first 3 weeks of every half term to parents of non-funded children, and those exceeding their government funded hours. Wrap around care invoices are sent monthly in arrears. The invoice will detail:
 - a. Whether you received any FEEE hours that half-term (if applicable)
 - b. The Day and Session or Service the invoice is for (e.g., Monday Full Day Session or Wrap Around Care)
 - c. The Term or Month the invoice relates to (e.g., Autumn First Half Term)
 - d. The quantity you are being invoiced for (e.g., 7 weeks or 6 wrap around sessions)
 - e. The cost of 1 x the session/item you are being invoiced for
 - f. The total cost of that "item" (e.g., Monday Full Day Session x 7)
 - g. Any consumables added to the invoice (eg. Morning Snack)
 - h. The total Balance Due
- 2) Our preferred method of payment is direct bank transfer into the preschool account. We also accept payment via tax-free childcare account, and we work with a number of childcare voucher schemes. If paying through a childcare voucher scheme, please speak to Kellie first. (finance@clavingarkesdenpreschool.co.uk)
- 3) Payments should be made within 14 days of the date of the invoice.
- 4) If no payment has been made by the due date, a reminder will be sent, and then a Statement and letter will be sent to parents reminding them of their obligations.
- 5) If no money is forthcoming or the parents make no contact to the reminder letter, at the end of the month the parents will be invited to meet with the Finance Manager or Preschool Manager to discuss the matter and set out a payment plan.
- 6) When a payment plan has been agreed, payment will be expected as per the terms agreed by the parent & Finance Manager. If these terms are not met and payment is not made you will be given notice to lose the child's place.

- 7) Any child funded in the following term, without an agreed repayment arrangement will have the offer of that place withdrawn.
- 8) If a child leaves the preschool owing fees, the preschool may take court proceedings to recover outstanding fees. This is common practise in most settings.

Please note, the fee for attending wrap around sessions is due regardless of the duration spent in the session. For example, if a child attends Preschool anytime between 8:30-9:00 and/or 15:00-15:30, the wrap around fee will be due.

Consumables

If you choose for your child to take part in having Morning Snack, the cost of this is £2 per week. This will be invoiced half-termly in advance. Payment must be received in advance or your child will not be included.

If you are going to be absent from preschool for one week or more, for example on holiday, please email giving at least one week's notice if you wish for this to be reflected in your invoice.

You will only be invoiced for Morning Snack if we have received signed confirmation from you in advance that you wish to opt in (see Consumables Form).

Should you opt in for hot lunches, these are charged for on an ad-hoc basis. The school require your choices to be made one week in advance, so they can manage their orders efficiently. Choices and payments are made via Scopay, which is linked directly to the Primary School.

Voluntary Contribution

We ask for a voluntary contribution of £25 per family each term. This is a contribution which we ask for from parents to put towards extra nappies, wipes and suncream, together with experiment ingredients and equipment, cooking, celebrations and events to enable us to enjoy these activities with the children. As you may know the preschool is a charity, and without these contributions, we would be unable to purchase many of these items or enjoy as many activities with the children.

This is invoiced during the first half of each term, and invoices will only be sent if we have received signed confirmation from you in advance that you wish to opt in.

Bank Holidays and Inset/Training Days

Please be aware that preschool will be closed to pupils on Bank Holidays and Inset Days. Unfortunately, where a Bank Holiday falls within Term Time it is not possible for parents to access these sessions as the preschool is closed. Similarly with Inset Days, it is mandatory for the preschool to close for training for a set number of days per year, so parents are unable to access the FEEE hours on these days. Subject to availability, an alternative session may be offered where possible.

Withdrawal of Place

If a child is withdrawn from one or more paid sessions a complete half terms written notice must be given otherwise parents/carers will remain liable to pay the fees. Notice periods will be calculated from receipt of the letter/email (to finance@clavingarkesdenpreschool.co.uk) and do not include holidays.

Refund of Session Fees

- 1) Refunds will only be given if an overpayment has been made and it is not possible to carry the fee over to the next month.
- 2) Refunds are not given if your child is absent from their planned time at preschool, such as for illness or holidays, whether or not prior notice has been given. At the discretion of the manager, and subject to availability, an alternative session may be offered in the event of an absence.
- 3) If the preschool is unable to open for a day, as much notice will be given to parents/carers as possible. We aim to give at least 24 hours' notice of such a situation.