

## **Little Acorns preschool and Breakfast Club fees**

Policy agreed 1<sup>st</sup> September 2022

### **Payment of fees:**

- Fees for both preschool and Breakfast will be invoiced to parents/carers half termly in advance.
- Fees will be invoiced via email, and paper copies of the invoice can be requested from the office manager.
- The invoice will clearly show the date by which fee payment is due. This is usually the Friday following that start of the new half term.
- Payment methods are clearly shown on the invoice to be either cash, in a sealed and named envelope, or by Bank Transfer.
- Little Acorns preschool and Breakfast Club accept payments from various child care schemes and parents/carers are asked to contact our office manager for confirmation of which payments we accept.
- Little Acorns preschool and Breakfast Club accepts the governments tax free childcare payments.

### **Late Payment**

Parents/Carers who are experiencing difficulties in paying their fees are asked to contact our office manager upon receipt of their invoice to agree a payment plan or delay their payment. Any conversation or agreement will be shared with the chairperson and is confidently recorded and held on the child's file.

Fees payments not received by the requested date with no late payment agreement in place, will be subject to the below and may incur charges, or the child being excluded as detailed below:

- Fees not received by the date requested on the initial invoice: we will contact you with a reminder and allow 5 working days for payment to be made in full.
- Fees that remain outstanding after the 5 days as above, will incur a £20 admin fee.
- After the 5 days, a further email will be sent advising that a £20 admin fee has been applied to the account, and that a daily late payment fee of £5 per day will be added to all outstanding fees until the account is settled in full.
- Failure to pay fees due by the end of the half term, may result in the child being unable to attend further sessions until the debt is cleared