Hurstpierpoint Pre-School
Reg. Charity No.1023326

A lively and friendly pre-school where children learn through play

The Village Centre, Trinity Road, Hurstpierpoint, West Sussex BN6 9UY
Tel: 01273 834144 / 07961 269123
Email: committee@hurstpreschool.org.uk
www.hurstpreschool.org.uk

Policy for Payment of Fees

This policy sets out when and how fees are payable, our procedures for dealing with late payment.

As a charity, our principal sources of income are the fees paid by parents, and the funding we claim from West Sussex County Council.

Fees

- Fees are payable for all sessions attended by children, unless covered by Early Years Funded Entitlement
- Fees must still be paid if children are absent with or without notice for any reason, including holidays or sickness. Fees will only be waived in exceptional circumstances and after discussion with either the Manager or an Officer of the Committee.

Early Years Funded Entitlement

Please see our website for full information on how to claim Early Years Funding Fees and funding

Fee Payment

- Invoices will be sent to parents via Famly, email, or in paper format if preferred, in advance of the start of the term for which fees are payable.
- Invoices should be paid in full within 14 days of the invoice date or within 14 days of the child's start date if the child is new to Pre-School.
- Parents/carers can arrange to pay fees half termly or monthly if needed. Any arrangements must be agreed in advance of payment date. Payment plans must be adhered to in order to ensure your child's place.
- All monthly payments must be made **by the 5th of each month**, and the total invoice needs to be paid before the end of each term.
- Parents/carers anticipating difficulties in paying fees should contact the Administrator or Manager immediately to discuss options and make a payment plan.

- Where an employer contributes to the cost of childcare, e.g. through childcare vouchers, we are willing to participate in the scheme provided we meet the requirements/criteria.
- We are willing to participate in any Government tax credit schemes that contribute to the cost of childcare, provided we meet the requirements/criteria.
- If you wish to withdraw your child, one month's notice of withdrawal must be given in writing, during this time payment is still due.

Late Payment of Fees

- The Pre-School makes every effort to meet the needs and best interests of all our children and in times of financial difficulty we seek to be understanding and flexible in our approach. However, all fees must be paid in order for the setting to offer the high-quality provision that all children deserve. As a registered charity, we are obliged to collect all monies owing to us and to take legal action if all other avenues have been explored.
- If payment has not been received by the due date a reminder will be emailed by the Administrator.
- If payment is not received within 10 days and no plan has been put in place, families will be contacted once more to request that payment be made, or a payment plan put in place, immediately. Pre-school reserves the right to withdraw a child's place if fees are not paid. In this case, sessions will not be held open pending payment and may be offered to other children
- A 10% charge of your outstanding total invoice may be added if your payment is overdue and/or payment plan has not been adhered to.
- No additional sessions will be offered to families in arrears, unless a payment plan is in place and is being adhered to.
- Sessions will not be offered to younger siblings of parents/carers who are in arrears, unless a payment plan is in place and is being adhered to.
- Any outstanding monies owed may be recovered through legal action.

Policy reviewed on	May 2026
Next review due	May 2027