



Lavenham Pre-School
 Lavenham Village Hall
 Church Street
 Lavenham
 Sudbury
 Suffolk CO10 9QT
 01787 249738

lavenhampreschool@gmail.com
www.lavenhampreschool.co.uk

Payment of Fees Policy

Lavenham Pre-school is licenced to accept children from the age of two years. We are given Early Years government funding from after the term children are three years old so any uptake of under three placement will be on a fee paying basis (unless eligible for two year old funding).

Lavenham Pre-school is a charity and therefore relies heavily on the prompt payment of fees in order to function. We set our prices and charges recognising trends in the market place, the quality we are providing and to maintain our sustainability. At the date of adoption of this policy, the fees are as follows;

<u>Breakfast</u> <u>Club</u> 8am - 9.15am £4.75	<u>Morning</u> <u>Session</u> 9.15am - 12.15pm £14.00	<u>Lunch</u> 12.15pm - 1.15pm £4.60	<u>Afternoon</u> <u>Session (lunch</u> <u>is included in</u> <u>this session)</u> 1.15pm - 3.15pm £14.00	<u>All Day</u> <u>Session</u> 8am - 6pm £44.00
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<u>Little Owls</u> 3.15pm - 4.00pm £4.00	<u>Little Owls</u> 3.15pm - 4.30pm £6.30	<u>Little Owls</u> 3.15pm - 5.00pm £8.60	<u>Little Owls</u> 3.15pm - 5.30pm £10.90	<u>Little Owls</u> 3.15pm - 6.00pm £13.20
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Please note, our fees are reviewed annually.

At the beginning of each half term, Parents/Carers will be invoiced for the number of sessions their child attends and payment is due within **14 days**. Fees can be paid preferably by BACS or cheque made payable to 'Lavenham Pre-school'.

Missed Sessions / Days

Fees must be paid irrespective of whether your child attends their session or not. If you are away on holiday or your child is sick you will still be required to pay the Pre-school fees.

Late Payments

If a Parent/Carer is unable to pay fees within the time period then they must advise the Pre-school manager and Pre-school may agree to fees being paid by a payment plan. If fees are not paid within **another 7 days**, and the parent/carer has not approached the manager about a payment plan, a new invoice will be issued with a £50 administration charge added to their outstanding amount.

Payment Plan

A payment plan is a plan agreed between Pre-school and the Parent/Carer detailing the dates and amounts to be paid. If the plan is not adhered to by the Parent/Carer then Pre-school will implement its policy on late payment of fees.

Non-Payment of Fees

If fees remain outstanding for more than a half-term then Pre-school reserve the right to undertake any of the following actions as appropriate:

- Exclude the child from pre-school
- Pursue the matter in the small claims court

It would not be Lavenham Pre-schools wish to exclude a child because of non-payment of fees, however we are a business and we have overheads to pay just like any other. If Parents are having difficulty with payments, it is our policy to make every effort to liaise with them and agree a payment plan which suits both parties until outstanding payments are paid in full. It is possible to reduce the child's placement day's in order to lessen the financial burden to the Parent/Carer, however these arrangements are made on a case by case basis and at the discretion of the Management Committee and Pre-school manager.

All outstanding fees **MUST** be made by the July before a child is due to leave the Pre-school and move on to the Primary School. If payment terms have not been agreed and debts are still outstanding beyond this time, the Management Committee reserve the right to take legal action if it is deemed necessary.

This policy was adopted by	_____	<i>(name of provider)</i>
On	_____	<i>(date)</i>
Date to be reviewed	_____	<i>(date)</i>
Signed on behalf of the provider	_____	
Name of signatory	_____	
Role of signatory (e.g. chair, director or owner)	_____	

