



Fees

1. An administration fee of £35 is payable when a child is registered at Pre-School.
2. For the academic year 2019-20, the hourly rate charged by Pre-School for non-funded hours shall be £5 per hour. This figure, together with the administration fee shall be reviewed annually by the Pre-School Management Committee.
3. Invoices for the full term's fees will be issued by the Finance Manager at the beginning of each term; no later than 2 weeks after the term has started. Invoices will be issued electronically, unless otherwise requested.
4. Invoices can be paid either immediately in full, or by monthly or weekly instalments. Parents will be asked to specify their preferred frequency and method of payment upon registration on their child.
 - 4.1. Where parents have specified that they will settle invoices immediately in full, payment should be received by Preschool within one week of the date of invoice.
 - 4.2. Where parents have specified that they will settle invoices by instalment, payment must be made in advance, i.e. at the beginning of the month or week to which the fees relate, and before the child attends Pre-School for the hours covered by the invoice. The first instalment must be paid within one week of the invoice date. In the event that two consecutive payments are missed, the full outstanding amount of the invoice will become due immediately, and an administration fee of £5 will be applied.
5. By special prior arrangement with the manager, fees may be paid per session.
6. Pre-Schools preferred method of payment is via direct bank transfer into its own bank account (details of which can be found on each invoice). Payment can also be made by cheque, cash or via childcare vouchers.

7. In the event that a cheque is returned unpaid by the drawer's bank, any bank charges incurred by Pre-School will be passed on to the drawer.
8. Where an invoiced amount remains outstanding at the end of a term, an administration fee of 10% of the balance will be applied.
9. If parents experience difficulties in paying an invoice, they must contact the manager or finance manager to advise them of the situation and to discuss options for payment plans.
10. Free Early Education Entitlement (FEEEEE)
 - 10.1. The government currently provides funding to cover either 15 or 30 hours of Preschool per week for 38 weeks of the year for:
 - (a) all 3 and 4 year olds
 - (b) some 2 year olds meeting certain eligibility criteria.

Bottesford Pre-School receives this funding direct from Leicestershire County Council. Parents will be asked to assist in completing any paperwork required to allow Pre-School to apply for this funding.

11. Pre-School must keep accurate records of any absences in order to comply with funding regulations. It is the responsibility of parents to inform Pre-School when their child is going to be absent from a session. Parents are required to sign a form in the absenteeism folder detailing the date and reason for absence.