

Tiptoe Butterflies Pre-School

PAYMENT POLICY

Session Rates

Our rates from 7th January 2013:

- Morning session 9:15 am – 12:15 pm (3 hours) - £12.60
- Lunch club 12.15 pm – 1pm Tuesday, Wednesday, Thursday, Friday - £3.15
- Flexible start - 08:30 / 08:45 / 09:00 - £1.05 per 15 minutes

Fees are reviewed annually by the Committee.

Government Funding

Children are eligible for Government funding from the term AFTER their 3rd birthday, subject to Government cut off dates. Funding is available for a maximum of 15 hours per week during Term Time. The Administrator will ensure funding forms are completed by the parents for all children eligible for funding at the beginning of each term and returned with the headcount funding form to the local authority.

Cut off dates for Government funding are:

1st April to 31st August

1st September to 31st December

1st January to 31st March

Booking and Attendance of sessions

New children must be registered by their parent completing a Registration Form and returning to the Administrator who will advise when they are eligible to start and what sessions are available. A deposit may be required to secure the place if necessary. If a child does not attend a session due to illness, holiday, special occasions, etc fees are still be applicable.

Invoicing

Session Fees – Payment in advance: Each child not eligible for government funding will be added to the fees payable account. An invoice will be issued at the beginning of each term. The fees may be paid monthly, within the first week of each month, or in full for the term ahead. Any fees outstanding by the 8th of each month will be followed up with a letter requesting payment. Payment plans can be arranged where an agreed amount will be paid monthly to pay off the total outstanding. This will be arranged between the Administrator and the parent.

Extras (flexi-starts + lunch clubs) – Payment in arrears: Invoices will be raised at the end of each half term for all extras incurred during the past half term. Payment is requested within 30 days of date of invoice. A letter will be sent regarding any outstanding payment on Day 31 and we will advise that until payment is received any further 'Extras' must be paid for daily, ie., pay for lunch club on day of attendance.

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Outstanding Debt

Outstanding fees/extras will be followed up by letter requesting immediate payment or arrangement of a payment plan. Any debtor who still does not make a payment after receiving two chaser letters will be contacted by the Administrator and advised that the child will not be admitted to any further sessions / flexi-starts / lunch clubs until a payment has been made and a payment plan put in place to clear the outstanding balance. The Chair of the Pre-school Committee will be advised and may contact the parent to discuss the situation.

Payment Method

Cash or Cheque* / *made payable to Tiptoe Butterflies Pre-school

The above must be placed in an envelope clearly labelled with child's name and what the payment is for and handed in to the Pre-school.

BACs – details available upon request.

This policy was reviewed and updated at a meeting of the Pre-school Committee

Date:

Signed on behalf of the Pre-school Committee

..... Signature

..... Name

..... Position