**Fee Payment Policy**

**Merton Pre-School is a charity and relies on fees being paid promptly, please read the policy information below and contact the administrator should you have any queries.**

* You will receive your invoice on or before the first day back after each term. Fees are payable weekly/monthly or half-termly **IN ADVANCE.** You have 1 week to submit your payment or declaration below to indicate how you will be paying.
* Your invoice will clearly detail the days / hours you pay fees or for which you claim Early Years Education Funding (EYE Grant).
* Your fee payment should be returned to Merton Pre-School in an envelope which is clearly marked with your child's name. Fee envelopes must be placed in the post box which is located inside the Pre-School.
* You will receive a receipt for your payment, if you have not received this within 5 working days of your payment being made, then please contact the Administrator straight away to ensure your payment has been received.
* If you are having difficulty paying your fees you must contact the Administrator immediately to arrange a weekly payment plan.
* If no payment has been received within the 2 week timeframe, you will receive a letter requesting immediate payment. At this point the Pre-School reserves the right to re-allocate your child's place or reduce your child’s sessions if your child is funded.
* If still no payment is received, you will be contacted to set-up a weekly payment plan.
* If payments are not met as detailed in your payment plan, then we reserve the right to: decrease your child's hours / suspend attendance until the child is eligible for EYE Grant / re-allocate your child's place. You will however still be liable for the sessions your child has attended and will be expected to have cleared this balance before your child returns to the Pre-School.

**Methods of payment:**

**Cash** – Sorry we are unable to give change, so please ensure you have the correct amount, and any credit will be carried over to the following term and deducted off your next invoice.

**Cheque** - Please make cheques payable to 'Merton Pre-School'.

**BACS** – Please pay direct into our account: Sort Code: 60-02-49 Acct No: 71900705

**Childcare Voucher** - We understand in some cases it takes time to build up the required amount to make your payments in this way, but we ask that you communicate with us if there is going to be a delay.

 **Additional information:**

* Absence due to illness or holiday cannot be made up or fees refunded. If your child is absent for any length of time for reasons other than illness, it is up to the Pre-School committee to decide whether to keep the place open.
* You will not be charged for bank holidays, school holidays, inset days or emergency closure days.
* Should you wish your child to leave Pre-School, or to alter the sessions they attend, then notice of at least 3 weeks is required in writing, you will be liable for any fees due in this period. Any Early Years Education Funding (EYE Grant) remaining for the term will be transferred to your new setting, or returned directly to Hampshire County Council.
* If your child receives Early Years Education Funding (EYE Grant), the current maximum hours you are entitled to is 15 hours per week with a maximum of 570 hours per annum. This is subject to availability and you will be offered hours on this basis. There is no monetary value to you for these hours, and any refunds for these hours are paid directly to Hampshire County Council.
* The hourly rate will be reviewed annually by the committee, you will be advised in writing of any increase the term before it is applied.
* If your child’s sessions are reduced to just their EYE grant funding hours due to non-payment of fees, you will have one opportunity to increase your child’s fees once full payment of arrears are received. A £20 administration fee will apply before extra sessions can be reinstated and if any further arrears occur then the facility for extra sessions may cease permanently. This decision may also apply to any other current/future siblings.
If your child’s hours are allowed to be increased again then payment of 2 weeks in advance must be received before the hours are increased and weekly payments received in advance thereafter.

**Fee Payment Policy Agreement.**

**Parent declaration: Please sign and return to the Pre-School within 1 week of receipt.**

I/we have read and understand the terms detailed above and agree to adhere to these.

Child’s Name: ………………………………………………………………………………………………………….

Payment Frequency: **Delete as appropriate:** Weekly/Monthly/Termly

Payment Method: **Delete as appropriate:** Cash or Chq/Online/Childcare Vouchers

Parent’s Name: ....................................................................................................

Email Address: ………………………………………………………………………………………………………….

Contact Tel No: ………………………………………………………………………………………………………..

Signed: ................................................................................................................

Date: ..............................................