



Payment Policy

Policy statement

The Early Years Funding Entitlement is funding given by the government to local authorities to provide free, part time early learning for all three and four year olds and some two year olds.

The EYFE allows up to a maximum of 570 hours of free early learning over 12 months. This equates to 15 hours per week over 38 weeks of the year.

Hours attended over and above the 15 hours per week over 38 weeks of the year are paid for by parents/carers.

Attended lunch hours are also paid for by parents/carers regardless of the number of hours a child attends the setting per week.

The income received from fees is essential for the smooth running of the pre-school.

Procedures

- Parents/carers are expected to pay fees in advance.
- Parents/carers are expected to sign a Payment Agreement form on registration.
- A £15 Registration fee will be paid at the point of registration for fee-paying children only. This will cover the cost of administration and secure your child's place.
- Invoices will be sent out at the beginning of each term, or at your child's starting date.
- Invoices and receipts will be emailed to parents/carers. Hard copies are available on request.
- On agreement between the parents/carer and the pre-school, fees are paid in advance either:
 - weekly
 - fortnightly
 - monthly
 - termly
- Payment can be made in the following ways:
 - **Cash**; please place in an envelope clearly marked with your child's name and hand it to the Deputy Manager, Manager or the Administrator.
 - **Cheques**: Cheques to be made payable to CityCoast Church and have the name of your child written on the back. This needs to be handed to the Deputy Manager, Manager or the Administrator.
 - **Standing Order**: A standing order may be set up direct to the preschool account, details of which can be found below.
 - **Childcare Vouchers**: Childcare vouchers are accepted. This can be arranged by speaking to the Administrator.

The Ark Pre-School, City Coast Church, North Street, Portslade, East Sussex BN41 1DG
Tel: 01273 433444 Email: admin@arkpreschool.co.uk
www.arkpreschool.co.uk

- All fees must be paid in full by the end of term. No fees will be carried forward into the next term unless there are exceptional circumstances and this is agreed with the Manager.
- Full payment of fees is required when a child is sick or on holiday – this includes bank holidays that fall within term time.
- Full payment of fees is required for allocated INSET days. Dates of INSET days are on our website and on our Term Dates hand-out given to parents/carers when their child starts preschool.
- Should fees not be paid on time, or an agreement plan not adhered to, our procedure is as follows:
 - a text message will be sent to parents/carers as a reminder
 - a phone call will be made to the parents/carers by the Manager or the Administrator as a further reminder
 - Letter 1 will be sent – payment to be received within 7 days or an agreement plan is set in place or further action will be taken
 - Letter 2 will be sent – no lunch sessions or non-funded sessions to be attended by child until payment is made or an agreement plan is set up
 - Letter 3 will be sent – court action will be taken to recover outstanding debt
 - In cases of persistent non-payment and in the last instance, exclusion of the child will be considered at the discretion of the pre-school Management Committee.
- One calendar month's notice needs to be given to the preschool should you be removing your child from our care. When this is not possible, pro-rata payment will need to be made in lieu of notice.
- Our bank details are as follows:
Sort Code 30-98-74
Account Number 03096062
Lloyds Tsb