

Fees policy

Heath Barn Preschool is a not-for-profit organization and the prompt payment of fees is an important part of being able to offer the current provision to the children.

We want to be accessible to all families and therefore if there are any concerns about the ability to pay fees, parents are requested to speak in confidence to the Pre-school Manager / Finance Administrator. We will work together to put together an appropriate payment plan in circumstances of financial hardship.

1. Invoicing of Fees

Invoices are issued half-termly in advance. Payment is due within 7 days of the invoice date, unless an alternative arrangement has been agreed with the Preschool Manager/Finance Administrator.

Payment can be made in cash or cheque, and by bank transfer or childcare vouchers.

Cheques should be made payable to Heath Barn Playgroup (post dated cheques will not be accepted).

For direct payment into our bank account; our details are

Nat West 53-70-11 07608691

Parents are requested to use their child's name as reference for any payments made in this way. Please email hbpreschool@aol.com to notify us payment has been made.

We are registered with a number of vouchers providers, please contact us for further information.

2. Outstanding fees

- 1 week after the payment date, a late reminder invoice will be issued. If parents have any difficulty at all paying fees, it is essential that parents tell us straight away. We are always happy to discuss the possibility of alternative arrangements with parents in genuine financial difficulties.

- If, after a further 5 days, parents have still not paid their fees, an admin fee of £10 will be added to their outstanding bill. A further invoice will be issued, this will advise parents that payment must be made within 48 hours.

- Should fees continue to be unpaid, we will suspend the child's sessions. The child may continue to attend for any NEF funded hours; however any additional sessions on top of the funded 15 hours will be suspended pending payment. Sessions will be immediately reinstated once payment has been made.

- If no payment has been received by the time the next invoice is due to be issued, then we will offer these sessions to another child on our waiting list. We reserve the rights to ultimately refuse admissions if fees remain unpaid.

If the parent have contacted us already to make alternative arrangements, allowances can be made.

4. Notice Period

We plan our staffing levels and set our budget well in advance. In order to operate, we therefore need notice of changes to numbers and thus our income. One half term's written notice is required of a child leaving the Pre-school or reducing their sessions, otherwise fees in lieu of notice will be charged.

5. Refunds

No refund is made for sickness or absence from the Pre-school.