

## Fee Payment Policy

All fees are to be paid monthly **in advance** by Bacs or cash only. We do not accept any cheques. Details listed below for bacs payments. Please ensure when paying by bacs your child's name is used as a reference

Account details                      sort code 30 16 11    account no    00250202

ALL payments are required in full by the 1st of each month or will be deemed as **late payment**. There will be no exceptions. Late Payments will be reminded by text. We are currently registered for several Payment Schemes that may be relevant to you or your partner's employer. Please ring the office to enquire. All cash payments should be for the correct amount and in an envelope clearly marked with your child's name. Please hand cash payments to the Manager. All parents/carers will be invoiced 7 days prior to payment due date sent via email form Learning Through Play LTD.

## Nursery Education Grant-

Your child is entitled to access their Nursery Education Grant the term after their 3<sup>rd</sup> birthday.

Children aged 3 and 4 in receipt of Nursery Education Grant are currently entitled to 15 hours per week for 38 weeks of the year.

Some children are eligible to receive the Nursery Education Grant from the age of 2 if they reach the criteria set by South Gloucestershire council. Please ask a Manager for further details.

Children aged 2 in receipt of Nursery Education Grant are currently entitled to 15 hours per week for 38 weeks of the year.

We are happy to accept 2, 3 and 4 yr. old grant funded children. If you wish your child to have any additional hours to those funded by grant, they will be charged to you at our hourly rate.

In the event you claim nursery education grant between two different settings, you must not claim more than 15 hours per week in total. In the event South Gloucestershire council will not honour a claim made on your child's behalf due to an over claim you will responsible to repay any fees owed to Abacus.

Our Pre-school is open for 39 weeks of the year. In the event that your child attends grant funded hours only and they do not incur any private fees, they are not obligated to attend for the non funded week. If you wish for them to attend all 39 weeks you will be charged accordingly at our hourly rate. For children that attend additional hours to the grant or who are not registered for nursery education grant with us, it is compulsory for them to attend all 39 weeks. This week will be charged to you in October.

### **Statement of Fees** subject to change

Abacus hourly rate is currently £5.10 for 2- 3 yr olds and £4.45 for 3-4 yr olds from the month after their 3<sup>rd</sup> birthday. Please note: prices are subject to change.

Please note we currently offer the following session times

Stoke Gifford, Meadowbrook and Mangotsfield.

Am	8.30am-12.30pm	9.00am- 12.30pm
Pm	12.30pm-3.00pm	12.30am - 3.30pm
Full day	8.30am-3.30pm	9.00am- 3.00pm
	9.00am to 3.30pm	

**Late Payment** - In the event of late payment immediately after the 1st day of each month, a written reminder will be issued on the 2<sup>nd</sup> day of the month. This will incur an 'administration fee' of £30 per reminder which will automatically be added to your account. Continual late payment will result in the termination of your contract with Abacus pre-school.

### **Non-Payment**

In the event of an account remaining unpaid after one week, your child maybe refused entry to Pre School and we reserve the right to terminate your child's sessions immediately.

### **Emergency Closure**

In an emergency situation Abacus may be unable to operate due to extreme weather conditions or any other unforeseen circumstances, although we will rectify the problem as soon as possible, there will be no refunds. You will be notified by text or a message will be left on the Office number - 01454 867285.

### **Notice Period**

In the event that you wish to terminate your contract, or amend your child's sessions, one month's notice will be required by Abacus Pre-school. Full payment will be required for your notice period. Notice will not be accepted verbally and must be confirmed in writing. Your months notice will begin from the date the Pre-school receive written confirmation. Notice will not be accepted in June, July or August.

### **Payment Schemes**

We are currently registered to accept vouchers from several Payment Schemes. However, if you would like Abacus Pre-school to register with a scheme of your choice, then please provide us with the appropriate information and we will be happy to help.

### **Flexible Payment Plans**

Abacus Pre School may offer a flexible payment scheme under special circumstances by the discretion of the Directors in the event families require a more affordable monthly payment. In the event the Parent/Carer has agreed to a flexible payment plan and then give notice to remove their child from our care prior to the full length of the payment plan, they will be required to pay the outstanding account in full. They will also be liable to an additional £30.00 administration fee for the recalculation of their account.

### **Absences**

If your child is absent from Pre-school due to illness or holidays, you will still be required to pay in full to maintain your child's place upon the register.

### **Late collection**

Please refer to the 'non-collection and late collection policy'.

We must adhere to the correct staff ratio to ensure the safety and well being of all the children in our care. Depending on circumstances, we reserve the right to charge parents for the additional hours worked by staff if you are not able to collect on time in addition to the late collection charge. A charge of £30.00 will be incurred for late collection of a child if prior arrangements have not been made or no contact has been made with the Pre-School notifying us of a delay in collecting a child. This fee will automatically be added to your account.

**Administration Fee**

A fee of £30.00 will be required with return of the child's registration form for children not in receipt of nursery education grant or whose hours exceed that funded by the grant. Although we will endeavour to fulfil your requests for sessions, we are unable to guarantee this and will therefore allocate spaces on availability. Your fee will only be refunded to you in the event of us being unable to offer your child any sessions.

If your child is eligible to receive Nursery Education Grant and you wish for them to access their free entitlement only you are not required to pay the registration fee and will be given the option to purchase a t shirt at our current price.

This policy was adopted by Abacus Pre School on 13/07/18

Signed .....