**19. Ladybird Preschool Fees Policy**

**If there are any concerns about the following fees or payment of fees generally, parents are requested to talk to the Pre-school Manager.**

**1. Rates**

**Fees are £4 per child 3+ per hour.  £5.00 per child 2+ per hour.**

**All three and four year olds are entitled to 15 hours per week of free nursery education for 38 weeks of the year from the term following their third birthday, The preschool will also take children entitled to 30 hours per week from September 2023. The preschool also accepts children on 2 year old funding.**

**If parents choose to use funding at Ladybird Pre-School they are requested to inform us to make the application on their behalf.  If parents wish their child to attend for additional hours they will be charged according to the rates detailed above.**

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**2. Invoicing Fees will be invoiced half-termly. Payment is due within 7 days from receipt of invoice, or the invoice date if later, unless an alternative arrangement is agreed with the Management Committee.**

**3. Payment can be made in cash or by cheque. Cheques should be made payable to Ladybird Pre-school. Alternatively, parents may choose to pay fees directly in to our bank account. The details of which are: HSBC Bank plc Account no: 71355155 Sort Code: 40-47-28
Parents are requested to use their child’s name as reference for any payments made in this way.**

**4. Outstanding fees: 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.
a. After 7 days parents will receive an informal written reminder that fees are outstanding.
b. If, after a further 5 days, parents have still not paid their fees, they will receive a formal written reminder.
c. Should fees continue to be unpaid, we may, regrettably, be forced to offer the child’s place to another on our waiting list. We reserve the rights to ultimately refuse admissions if fees remain unpaid.
If the parent has contacted us already to make alternative arrangements, allowances can be made.
5. Notice: 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.**

**6. Refunds: No refund is made for sickness or absence from the Pre-school.**

**7. Closure: In the event of the Pre-school being forced to cancel sessions, the Pre-school will endeavour to give as much notice as is reasonably possible. The Pre-school reserves the right to offer replacement sessions in lieu of refunds.**

**This policy was agreed at a meeting held by Ladybird Preschool on 18th Ocotober 2023 and will be reviewed 17th October 2024.**

**This has been agreed on behalf of Ladybird Preschool by**

**Signed Dr Chloe Park Preschool Chair**