



Registered Charity No: 1130840
School Mead, Abbots Langley, WD5 0LB
01923 274483

Fee Payment Policy

Our preschool understands that the cost of registered childcare may seem expensive to a parent/carer. However, providing a high quality, safe and stimulating service for children is not cheap and to ensure the continued high standard and sustainability of the preschool, it must ask that parents/carers respect its policy regarding fees.

- Fees are invoiced 4 weeks prior to the start of each half term. Payment of fees should be made within 14 days of receiving your invoice using either Telephone/Internet Banking, card payment at the office or by cheque/postal order.
- If fees are not paid on time, see procedure below.
- Fees remain payable on all sessions booked whether or not your child attends the preschool and this includes sessions missed through holiday or sickness. Fees also remain payable when the preschool is closed due to situations beyond their control (snow, power failure).
- Fees for the term are payable when the parent/carer fails to return their Government funding application form by the stated date and the preschool is therefore unable to claim that child's monies for the term.
- Any bank charges that the preschool incur due to unpaid cheques will be passed directly onto the parent.
- A late payment charge will be made if payments are received late (14 days).
- If your child has to isolate due to a positive Covid 19 test or from instruction by Track & Trace, all session fees will be refunded for this period of isolation. The refund will be actioned at the end of that current term on production of the positive test result or the request from Track & Trace.
- If the preschool is forced to close due to Covid-19 restrictions, all preschool fees will be refunded at the end of the current term.
- If you choose for your child to not attend their preschool session when they do not have to officially isolate, preschool fees will still be chargeable for all sessions.

System for Non-Payment of Fees

1. An electronic invoice is issued 4 weeks before the start of the half term. A hard copy will be posted to parents who do not have the facility to receive an electronic copy.
2. 14 Days – An electronic reminder sent to parent/carer for fees with 7 days to pay.
3. 21 Days - Final reminder sent to parent/carer for fees with a further 7 days to pay along with a formal warning from the Committee that the child's place will be withdrawn if either payment of the full outstanding amount has not been received or an agreed payment plan to pay the debt has not been put in place.
4. If fees remain outstanding, the child's place will be withdrawn and re-allocated and if any monies are owed the preschool will start proceedings with the small claims court to recover the debt.

Parents/carers are encouraged to speak to a member of staff or the Financial Administrator if they have any queries about the fee policy, or if, they are likely to have any difficulty in making a payment on time. Parents/carers are strongly advised to arrange a meeting at the earliest possible opportunity, to avoid jeopardising their child's place at preschool.

Member of



Registered as a company limited by guarantee in England & Wales
Registered Office: School Mead, Abbots Langley, Hertfordshire WD5 0LB
Registered No: 6840267



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Withdrawal of a Place at Preschool

After receipt of the registration form and fee, parents/carers have secured a place at preschool for their child. Should they wish to withdraw from the place the parent/carer is asked to give six weeks' notice (about half a term) in writing to confirm that they no longer require the place. Fees remain payable for this time, whether the child attends or not.

This policy was adopted at a meeting of Breakspeare Community Preschool held on:

Signed on behalf of the Committee

Name Signature.....

Signed on behalf of the Preschool

Name Signature.....

This policy is reviewed annually in January

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