

# **Payment Procedures**

## **Aim**

To outline and ensure parents and carers understand the terms and conditions when their child attends Happy Adventures Preschool and Forest School in regards to the invoices they will receive and the payments they are required to make.

## **Registration**

Upon registering your child at Happy Adventures Preschool parent/carers will be asked to sign a contact stating that they agree with the Preschool's policy on fee payment.

Parents will also be asked to provide a deposit of £10 to secure a child's placement with us. This deposit is used to cover the admin costs involved in setting up a child's place and the purchase of a learning journal which will be given to parents once their child leaves the setting.

## **Payment Procedure**

- Invoices will be created by the Manager and sent via email during the first week of the new half term
- Payment is due within 2 weeks of receiving the invoice
- Payment can be made by Cash, BACS Transfer or Childcare Vouchers.
- Those eligible for 15/30 hours of funded childcare will have no invoice, unless exceeding their entitlement of funded hours. Extra hours will be invoiced for.
- 15/30 hours of funding towards your child's care will be available from the term after they turn 3.
- Any unfunded hours will be charged at a rate of £12.50 per session.
- A parent/provider agreement form must be signed before Happy Adventures Preschool are able to claim the funded hours on behalf of a child.

## **Absence / illness**

- Fees are not refunded for any days missed due to holidays or absence during term time.

## **Closures**

- In the event that Preschool is close for reasons such as snow, no heating, INSET etc, alternative sessions will be offered for all fee paying children.

## **Cancellation of reserved place**

- In the event that you wish to cancel your child's place or reduce their hours at Preschool, please ensure that 4 weeks term time notice is given.
- Notice must be given in writing and once this is received the manager will send an acknowledgement by email.
- If for any reason we are unable to claim for a child's notice period through Kirklees funding, parents will become responsible for any outstanding fees and an invoice will be sent.
- Any outstanding fees must be paid before your child's last day.

## **Settling Visits**

- Children are invited to 2 settling sessions which is the equivalent of a full session. This will be added to the first invoice.