Payment Policy

Aim

Offwell Under Five's Pre-school intends to price pre-school sessions fairly and in line with other local similar facilities. Fees will be reviewed each year to ensure that Offwell Under Five's Pre-school remains a sustainable organisation able to provide high quality early years education for your child. You will be given one month's notice of any change to the session fee.

Fees and Payment

Your child is eligible for Local Education Authority funding from the term after their third birthday.
This funding will be available for the 4 morning sessions offered by Offwell Under Five's Pre-school.
For non funded children i.e. those children who are 3 years old but are not yet eligible for government funding or are claiming elsewhere the charge will be £3.50 per hour.

It is possible to split the 15 hours entitlement between two or more preschool provisions, providing no more than 15 hours are claimed for in any one week.

Should a family have financial difficulties in making fee payments; the pre-school committee will work together with the parent/carers to determine a suitable payment scheme. The detail of these discussions and consequent arrangements will remain confidential at all times.
These arrangements will not be seen as a general alteration of the terms of the contract and will remain in force for as long as the circumstances remain the same.

Payment Liability

County Funding

Should your child fail to attend the pre- school for the required number of sessions claimed i.e. if they are withdrawn, or the failure of any child to meet county requirements through prolonged periods of absence etc, the difference has to be declared by Offwell Under Five's and refunded to Devon County Council.
Parents/carers should be aware that they are directly liable for these shortfalls in payment.

Sessional Payments

Parents are responsible for the payment of the whole sessional fee for children who are not funded at Offwell Under Fives.

Invoices will be sent out every half term, payments are required within 14 days of receiving the invoice and can be paid by cash or cheques made payable to Offwell Under Five's.

Non – payment.

For any payments not received within the 14 days of the due date, a Notice of Failure to pay will be sent to the interested party requesting immediate payment of all outstanding balances. If Offwell Under Fives does not receive the full payment of the outstanding balance or reach an agreement to have the payment repaid over a specific time frame; then Offwell Under Five's will have to consider what action it needs to take in order to recover the debt. This may result in court action being taken by Offwell Under Fives to recover the outstanding debt. If we apply to the County Court to recover the debt then we will ask the Court for costs to be added to the claim.

Please note that no child of the same family will be admitted if a previous unpaid balance remains.

I/We have explained the Offwell Under Five's Pre-school Payment Policy in full to (Parent/Carers name……)

Signed on behalf of Offwell Under Five's…….

Position held…….

Signed……

I/We have read and understood the Offwell Under Five's Pre-school Payment Policy and hereby agree to all of the outlined terms and conditions.

Signed (Parent/Carer) …….

Date……..