



## Colyton Caterpillars Early Education

### Payment and Billing policy

This policy was agreed by trustees/staff:	
Date of last review:	May 2026
Date of next review:	May 2027
Reviewed by:	K.Clode

#### Costs per hour for Pre-school, Breakfast Club, After School Club and Holiday Club

Under 2 years	£7.50 per hour
2-4 years	£7.00 per hour
Walking Bus	£6.50 per hour
Holiday Club (primary school aged children)	£30.00 per day (9am-3pm) additional hours will be charged at £6.50 per hour
<p>All costs stated are for any child who is not eligible to claim;            15 hours funding (for 2-year old's/ 3-4 year old's            30 hours funding</p> <p>15 and 30 hours can be claimed per week where eligible over 38 weeks of the year.            Or;            11.5 / 22.5 hours can be claimed over 50 weeks of the year (stretched)</p>	

Please note there are conditions on how the 15 hours funding is accessed please refer to the latest guidance and for further details please speak to Kate Clode.

- Fees are payable on a monthly basis, a month in advance.
- Invoices are sent out at the middle of each month and should be **paid in full by the end of each month**. All Parents/carers of children who attend the setting must supply an email address as invoices will be emailed.
- **A £5.00 fee will be added onto an invoice for each day of non-payment.**

Continued non-payment, without any prior discussion or agreement, will result in non-funded children being refused further attendance to the setting until the outstanding amount has been settled. Children over the age of 2 who are funded will be allowed to continue to attend, but any request for additional hours will be declined. Failure to pay on both counts will result in legal action being taken.

- Fees are payable in cases of absence and there is no reduction for sickness or holidays taken during any week that the nursery is open. This is to cover the staffing levels that have been allocated in advance to cover the number of expected children on any given session.

- Any additional hours accrued will be added to the following monthly invoice.
- Our preferred method of receiving payment is by BACS as it is safe and quick way to make/receive payments. If paying by BACS, the invoice number should be used as the reference. We also have a card machine to make manual payments for things like raffle tickets/events/trips.
- All session times must be adhered to unless agreed otherwise by prior arrangement. We cannot exchange hours for other days, i.e if a bank holiday has occurred.
- Lunch and walking bus invoices are sent in arrears at the end of each month and should be paid within 7 days of receipt.
- **We require a minimum of 4 weeks' notice should you no longer require your child's place**
- Staff sign the children in and out of the setting at the beginning and end of their session. Times in and out will be recorded so that any additional hours accrued can be clearly seen. If a child is not collected on time, our legal liability relating to the staff: child ratio could be infringed.
- If a child attends the setting for 50 weeks of the year they are entitled to take 2 weeks holiday which will not be charged. Parent/carers are required to give a minimum of 4 weeks written notice.

#### **Walking Bus**

Fees for the walking bus are payable per hour. A 24-hour notice period is required should you wish to cancel your child's place on the morning or afternoon walking bus. Any cancellation made at any shorter notice will incur a charge of £6.50. After school pick up is charged from 3pm which is when the staff leave the setting to walk up to the school. Payments are via hourly sessions regardless of attendance within the hour. We will offer an afterschool club and refreshments.

#### **Holiday Club (excluding children using Stretched Early Years Entitlement)**

Holiday Club places must be pre-booked and paid for in advance using a Holiday Club booking form provided on request. Invoices are sent out in advance to ensure that we have the correct staff: child ratios in place. Once the booking has been made fees are payable in all cases of absence. No refunds will be given.

#### **Opening Times**

Please remember that due to the restrictions on our insurance policy we **cannot accept any children into the setting until 8am**. If you arrive early with your child you may enter in the lobby, but the inside door to the setting will remain locked until 8am. No staff will be available until this time to supervise your child, so parents/carers must remain with children whilst on the premises until the official handover has been made. There can be no exceptions to this rule so please refrain from ringing the bell. The setting will then **close at 5pm**.

If there is any reason that you would like taken into account regarding payment of a bill or meeting payment dates, then please contact Kate Clode on 01297 552567.

#### **Holiday notice (private fees)**

Please ensure you give us at least 4 weeks notice for holidays so that this can be taken off of the relevant invoice

