



W&S Payment Policy

Session Fees Payment Policy

All our Pre-School and Sunrise and Sunset session fees are chargeable unless they are covered by Early Years Education funding. Such instances where funding does not cover Preschool session fees are: if a child's funding is allocated to a different provider, or if the child begins attending Pre-School sessions before they become eligible for funding, or if you are using more than the allocated funding.

For 30-hour funding it is the parent's responsibility to apply for and reconfirm the codes when required. Every 3 months it is the parent's responsibility to re-check that their 30-hour code is still eligible, regardless of their grace period.

Failure to supply a valid code for each funding block will result in the days being chargeable to the parent/carer. If payment is not received in line with our fees payment policy, then days may be removed or allocated to another child.

All Pre-School session fees are payable in advance, IN FULL at the beginning of each month. Any late payments will incur a daily charge of £2.00 per day, until fees are paid in full for each outstanding Invoice.

Sunrise and Sunset session fees are payable at the time of booking. All bookings to be made online at www.wollastonpreschool.org.uk. Short notice bookings maybe available please ring [01933 664551](tel:01933664551) to speak to a member of staff. For voucher payments accounts must be in credit to make a booking. For more information, please speak to the Office.

Session fees are still payable during periods of holidays, illness or any other absence.

Please note as of the 1st April 2023 there will also be a **10%** charge on ALL walk-ins increasing to **25%** if not paid within 24 hours.

Children must be booked in to ensure we have enough staff to cover ratios.

We are a 'cashless' setting and payment for all sessions should be made either by BACS (please ask for our bank details).

Fees for any additional sessions attended must be paid for in full in advance.

Fees are due in advance, where there are outstanding fees of 2 weeks or more, your child will not be able to attend any further sessions until the outstanding amount has been paid in full.



Where fees remain outstanding for 4 weeks this may result in your child losing their place at our Pre-School or Sunrise and Sunset and legal action taken. In such instances we reserve the right to withdraw your child's place at our setting. Such action will only be taken after full discussion of the matter with the parent / carer and after one week's notice has been given.

Where a parent / carer finds that they are unable to pay the session fees in full, in advance they may discuss the possibility of a regular payment plan with the Preschool Manager.

Sunrise and Sunset bookings must be paid for online at the time of booking.