

## Fee paying policy

### Registration

A registration fee is charged at £50 by KLV Preschool Limited (trading as Billy & Boo) to the parent/guardian on submission of the completed registration form and the fee shall not be refundable if application is withdrawn by the parent/guardian. The registration fee will be returned if Billy & Boo cannot offer a place on the schedule and date required.

Once registration has been completed you will receive an invoice for each month. Fees must be paid by the first of each month by direct debit, other payments such as childcare vouchers can be used but need to be discussed prior to 'due date' with the Business Manager.

In the event of the preschool having to close due to unforeseen circumstances (for example polling day, snow day etc) you will still be charged for these sessions. Where the closure is likely to continue for some time (for example a pandemic) home learning provision will be provided and fees will be discounted by 60%, i.e. the parent/guardian will only be required to pay 40% of fees. This is considered a reasonable contribution to our costs until such time as the provision of normal service is resumed. If the parent/guardian does not wish to pay the reduced fees they can terminate the agreement in accordance with the terms set out in this policy. Bank holidays are chargeable.

### Late charge

Failure to pay invoices on time will incur a charge. All fees are due by the 1<sup>st</sup> of the month, a 10% increment will be added the day after payment is due and 10% for every week thereafter.

If payment is outstanding for more than 14 days Billy & Boo may serve a 14 days' notice in writing to terminate this contract. Upon termination of this contract the child shall cease forthwith to be admitted to Billy & Boo, and the Preschool's notice to a termination shall be regarded as a formal demand for all outstanding monies.

### Fees & funding

Billy & Boo preschool fees are reviewed annually and will give a 1 month written notice prior to any change. Please refer to our fee information page for prices.

Billy & Boo accepts the universal & extended entitlement over 38 weeks per year. You are able to split the funding between Billy & Boo preschool and other settings, please speak to

our accounts team for more information. We offer extra-curricular classes which are optional. These include Playball (sports class) and French lessons. Children who wish not to take part will continue with the typical preschool day as normal. Any changes to optional charges will be given one month's notice. Parents must also give one month's notice to cease any optional charged activities such as Playball or French.

You will be required to complete a parent declaration form prior to Billy & Boo claiming any funding.

Billy & Boo accepts under 2 funding, 2 year funding, 3-4 year 15 & 30 hour extended entitlement funding.

### **Terminating contract**

After acceptance of the offer by the parent/guardian either party may terminate this agreement by giving written notice of not less than one month. The preschool will continue to admit the child into preschool and the parent/guardian will continue to pay the full fees until the expiry of the notice. In the event of the parent/guardian failing to pay any outstanding fees the preschool reserves the right to withdraw the child's place without notice and the preschool shall be entitled to serve a formal demand for payment of such monies.

In the event of the parent/guardian giving notice of withdrawing, the full fees under this contract remain payable regardless of whether the child attends the preschool.

### **Fee information**

Please see Fee Information sheet for updated fees. Billy & Boo will give one month's notice to any changes in fees and fees are updated annually.

This policy was adopted by Billy & Boo Preschool at a meeting held on:

Date \_\_\_18.07.2024\_\_\_

Signed on behalf of the Preschool



Name of signatory \_\_\_Laura Woodcock\_\_\_

Role of signatory \_\_\_Director\_\_\_

Review date \_\_\_01/08/2025\_\_\_