

## **Fees and Payment policy**

### **Aim**

Woodland Corner has a Fees and Payment policy in place to ensure the efficient collection of fees. This is to ensure the continuing financial viability of Woodland Corner and to keep our fees fair and affordable for those who use our services.

### **Fees**

Fees are set by our management committee and reviewed on a regular basis. All fees are detailed in our fee structure.

Parents/carers will be advised in writing of fees before children start and subsequently of any changes. Although we normally give four weeks' notice and review fees once yearly, Woodland Corner reserves the right to adjust the fees at any time and without notice.

We accept Childcare Vouchers from employers and Tax Credit to help with childcare costs ([www.taxcredits.inlandrevenue.gov.uk](http://www.taxcredits.inlandrevenue.gov.uk) or [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)). Childcare vouchers must be set up and received by the date that invoices are due. We cannot refund any unused childcare vouchers.

We will advise parents/carers when they become eligible to receive the Early Years Education Funding (funded places) for their pre-school child. We offer 15 hours funding for all children from the term after their third birthday, and extend this to 30 hours for those who meet the eligibility criteria set by the Government. We offer the 30 hours expanded funding to Parents/carers who qualify with children aged +9 months. Children cannot start at Woodland Corner until they are two years old. Parents/Carers are responsible for renewing their eligibility code for the expanded/extended hours.

Government funding is intended to deliver 15 or 30 hours a week of funded, high quality, flexible childcare. Funding does **not** cover costs relating to either consumables (snacks) or additional activities. To cover these costs, we ask that parents pay a voluntary consumable and activity charge of £2.55 per pre-school session. Should you not want to pay this charge, please speak with our manager so they can discuss options for supplying snacks and resources for your child to eat/use.

Parents/Carers are responsible for all payments for services not paid for by the Local Authority. If a funding claim is found to be fraudulent or inaccurate, or the claim is rejected, cancelled or withdrawn, the parent/carer agrees to pay to Woodland Corner all outstanding fees and the full cost of any reimbursement required by the Local Authority.

Woodland Corner reserves the right to make a late collection charge of £15 for an hour or part thereof when a child is collected after their agreed pick-up time or if it's outside normal hours.

### Non-attendance / cancellation

Pre-school and extended schools sessions are booked and invoiced on a half-termly basis. This enables Woodland Corner to staff sessions appropriately. Parents/carers will be charged in advance for the half term, regardless of whether their child actually attends all of the sessions. No refund will be given for periods when children do not attend a session (for example, due to illness or holidays).

Parents/carers may book ad-hoc pre-school and extended schools sessions subject to availability. Parents/carers will be charged for any ad-hoc sessions cancelled less than 48 hours in advance.

Woodland Corner reserves the right to cancel sessions and will advise parents/carers of any cancellation as soon as possible. If we close or take the decision to close due to events or circumstances beyond our control, such as extreme weather conditions, the fees will continue to be payable in full. However, if the closure exceeds three consecutive days in duration (excluding any days when we would otherwise be closed) the Committee will review the situation and advise parents/carers of the options.

#### **Additional terms for holiday club sessions:**

We require a non-refundable deposit of £5 per child per holiday club session, to be paid within 10 days of booking to guarantee the space.

Parents/carers must give at least 4 weeks' notice to cancel a holiday club booking and must cancel during term time. Sessions cancelled outside of term time or with less than 4 weeks' notice must be paid for in full.

#### **Invoices**

We are a charity and rely heavily on the financial support of parents/carers. We appreciate your support in paying invoices promptly. Invoices for pre-school and extended schools sessions (including the consumable fee for funded places) will be issued at the beginning of each half term. Invoices are due and payable on presentation and they must be paid within ten days of invoice date.

For any ad hoc pre-school and extended school sessions, invoices will be issued at the end of each half term. Invoices are due and payable on presentation and they must be paid within ten days of invoice date.

#### **Notice period**

The notice period for termination of pre-booked pre-school and extended schools sessions is 4 weeks and must be given in writing (including email). Fees in lieu of notice will become payable immediately if the required notice is not given.

Ad-hoc sessions must be cancelled with at least 48 hours' notice in writing.

## Late payment of fees

In the event that invoices are not paid by the due date an administration charge of £5 will immediately be added to each invoice. A further administration charge will be applied 7 days later if payment remains outstanding. We also reserve the right to charge interest on any amount overdue at the rate of two per cent (2%) above the Bank of England base interest rate in force.

If invoices remain unpaid for more than 14 days after the due date, Woodland Corner reserves the right to refuse to allow the child(ren) to attend sessions until all outstanding invoices are paid. If fees remain outstanding after 28 days then we reserve the right to commence legal proceedings. A child will only be able to return to the setting on full payment of fees outstanding. In these circumstances, Woodland Corner reserves the right to charge a deposit in advance for any future fees.

***Woodland Corner is happy to discuss the possibility of a budget payment plan for all fees but this has to be done AHEAD of invoice due dates to avoid administration fees.***

This policy was adopted at a meeting of Woodland Corner

Held on (date) 12<sup>th</sup> November 2025

Signed on behalf of the Management Committee

Role of signatory (e.g. chairperson etc.)

Review date

Jess Brown

Chairperson

November 2026