



Fees Policy:

Jigsaw Preschool is a charity and relies heavily on the prompt payment of fees in order to operate. We operate a service which is fair and competitively priced.

Please note that from time to time it is necessary to adjust fees to ensure overheads are covered. These fees are subject to review by the Trustees of the company. Jigsaw Preschool will endeavour to provide parents with at least one month's notice before changing fees but reserves the right to change fees without notice.

Fees:

Registration:

A non-refundable payment fee of £50.00 is charged per individual child to secure your child's place. This payment is confirmation of your child's enrolment with Jigsaw Preschool and forms part of our childcare terms and conditions.

Payment should be made via bank transfer:

Jigsaw Preschool

Bank: Lloyd's Bank

Account No: 02343224

Sort Code: 30-93-17

Government Help and Funded Childcare:

Please review the below website as there is various Government help available with childcare costs: <https://www.beststartinlife.gov.uk/>

Eligible 2 year olds, and all 3 to 4-year-olds in England are entitled to 570 hours funded childcare per year. This is usually taken as 15 hours a week, for 38 weeks, for children attending Jigsaw Preschool.

Consumables:

A supplementary consumables charge is added to all daily funded sessions and is currently charged at a rate of £0.75 per hour. This supplementary fee covers many additional extras including snacks and consumables, expert staffing, and enriched learning activities not specifically part of the EYFS.

Invoices for this charge are provided annually at the beginning of each new academic year. This charge is best managed by spreading the payment over the year paid via a monthly standing order.

Invoiced Hours:

Any additional hours over and above the funded entitlement are invoiced monthly, and charged at a rate of £7.00 per hour. All non-funded hours must be paid for.

A half day AM or PM session is charged at a rate of £21.00.

A full day session 9-3pm is charged at £42.00.

Sickness/Authorised Absence:

If a child is absent due to sickness or other reasons the fee will remain in place as Jigsaw Preschool will have kept their place open and still have to employ and pay staff. In the case of continuing illness please speak to the Business Manager as fees for such absences are at the discretion of Jigsaw Preschool.

Late collection of a child:

If a parent is going to be unavoidably late, we ask that they contact the setting.

Late pick-ups without a prior arrangement will result in a Late Collection Fee charge of £25.00.



Payment of fees:

Invoices are raised monthly and emailed out to parent/carers.

The preferred method of payment is via a bank transfer or via childcare choices:

Fees should be paid within 14 days of receipt of invoice. If a parent/carer is unable to pay fees within the time period then they must advise the Business Manager (finance@jigsawpreschool.com) and provide a genuine reason why they are unable to pay. In exceptional circumstances Jigsaw Preschool may agree to fees being paid by a payment plan for example: weekly.

If payment is not made within 14 days of receipt of the invoice, a reminder will be sent to the parent/carer.

If outstanding fees are still not settled within 28 days from the original date of invoice, a late payment fee of £50.00 will be added to the debt.

Proceedings through the small claims court will then be instigated to reclaim any outstanding amount including the late payment fee. Parents will also be asked to withdraw their child until the outstanding fee is paid. Any child who is receiving funded childcare hours but also attends for hours additional to their entitlement will be able to remain at pre-school but for their funded hours only.

Confidentially will be assured.