

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 Directors 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

A non-refundable registration fee of £50 is charged per individual child to secure your child's place. This also covers the administration costs involved in registration.

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.

A supplementary consumables charge is added to all daily funded sessions and is currently charged at £1.50 per hour. This supplementary fee covers many additional extras including snacks and consumables, expert staffing, and enriched learning activities. This charge is best managed by spreading the payment over the year paid via a monthly direct debit.

Any additional invoiced hours are currently charged at £6.50 per hour and invoiced monthly. (Invoiced hours are classed as hours over and above any funded entitlement.) All non-funded hours must be paid for.

Sickness

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 Manager (0771 1776899) 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 of £25.

Payment of fees

Invoices will be given to parent/carers once a month. The preferred method of payment is via a bank transfer:

Lloyds Bank

Sort Code: 309317

Account Number: 02343224

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 Finance 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 this time period a late payment fee of £50 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 Nursery Education Funding (NEF) but also attends for hours additional to their entitlement will be able to remain at pre-school for their funded hours only.

Confidentially will be assured.