



Adventure Pre-School – Fee Policy

The majority of children attending Adventure access full funding from government access. This includes Two-Year Old funding for targeted families on low income, Universal Early Years Education Funding for Three-and-Four Years Olds, and the 30-hour funding top up for an additional 15 universal hours. This policy is for those families who have requested and booked more than these sessions or privately fund their child's place as they do not meet national eligibility criteria.

The policy is designed to be transparent and clear so that there is no misunderstanding as to monies owed and the payment process.

Once a session is confirmed as per our Admissions Policy payment is due in advance. To ensure that quality staff are retained all staff have fixed hours. This means that once a space is booked the money due for the space is committed. As a result, regardless of attendance at a session, monies are owed (see below for exemptions).

Payment of Fees

Invoices will be issued to parents/guardians during the last week of the month before they are due. Invoices will be issued via Family and emailed to the registered email address. Invoices will be due on the 1st of the month and are either calculated on an annualised basis over 11 months, or, if your child is only eligible for funding part way through the year, they will be issued on a monthly basis for the actual hours and/or lunches that fall under the plan in that month.

Payment can be made by direct payment transfer, standing order, cash, cheque or childcare vouchers. An administration fee of £1.50 will be required for any payments by cash or cheque.

Late Payment of Fees

If payment has not been received within 7 days after the invoice is due, a reminder will be issued. If this invoice is then not paid within a further 14 days, the child will only be able to attend for their funded hours at Pre-School until all outstanding monies have been paid. If an invoice remains unpaid the Manager and Assistant Manager will deal with each case on an individual basis and decide how to proceed thereon in.

If this affects the allocation of places, for example, that reducing sessions paid for with fees only we reserve the right to withdraw the offer for that place. Another pattern of attendance may be offered as an alternative. Once patterns of attendance are established, in order to maintain a fair waiting list, to manage budgets and to ensure continuity for key carers, it is highly unlikely that patterns of sessions can be changed mid-year.



Should a problem arise concerning payment of fees, parents are requested to speak to the Manager or Assistant Manager as soon as possible to ensure that the Pre-School can come to an agreement regarding payment. Complete confidentiality is assured.

If you do fall behind with payments and have not set in place and kept to a repayment plan, we will pursue the debt and if necessary, take court action.

Updating changes in eligibility for 30-hour funding and retaining eligibility is the responsibility of parents, as is updating Adventure about any changes in circumstances that may affect your ability to pay for sessions.

Sickness/Holidays/Absence during Term Time

As above, once your child's days have been agreed and allocated, all days have to be paid for. These include days unattended due to sickness, holidays or any other absence. In extreme circumstances (such as diagnosis of serious illness) the management can agree to whole-or-part deductions but this is at their discretion and must balance the gesture with the ongoing sustainability of the pre-school for all children.

Additional Sessions

Additional sessions can be requested by speaking to either the Manager or Assistant Manager and if available, will be granted at our discretion. All additional sessions will be charged at unfunded rates as funding cannot be changed within the term.

Termination of the Fee Agreement

Please note that if your child leaves us during the year, we require 6 weeks written notice. We will re-evaluate any money due to include this notice period and issue you with a final invoice to be settled. This doesn't affect EYE 3/4-year-old funding or 2-year-old funding which can be transferred to another setting.