

## **Kirtlington Preschool Financial Policy 2022 - 2023**

- Kirtlington Pre-school runs in term-time only for children aged three and over. We have the following sessions available Monday - Friday:
  - Morning only from 08:45 - 11:15
  - Morning with lunch from 08:45 - 12:30
  - Afternoon only from 12:30 - 15:00
- Children can use their allocation of Government funding through both Universal 15 and the Extended 30 Hours. At the start of every long term you will be asked to confirm how many of these hours you would like to allocate to pre-school. You can split these between multiple childcare providers. Any hours outside of this will be charged at £5 per hour.
- We also accept employer directed childcare vouchers. Please contact the Treasurer if you intend to pay in this way to confirm your supplier.
- Invoices will be issued at the end of every half term and we respectfully ask if you can pay within 14 days. If your Government funding covers all of your child's allocated hours you will not receive an invoice.
- If an invoice is not paid within 14 days you will receive a reminder to pay.
- If we have not received payment after 30 days from the point of invoice a formal letter will be issued by the treasurer asking for immediate payment.
- If no payment is received within 14 days of this letter, your child will have their hours reduced to your allocation from the 15 hours funded by the Government. If you do not use these hours your child will be excluded from the setting until payment is received.
- If payment is still not received within another 30 days your child will be excluded from the setting until payment is made.

If at any point you feel unable to pay please do contact the Treasurer in absolute confidence. We are happy to consider payment options and will always endeavor to provide the best childcare option for your child.

If you have any questions regarding this policy or anything else regarding the pre-school's finances please do get in touch with the Treasurer.

*Please remember, we are a charity and welcome donations as well as fees! If you'd like to set-up a regular donation please do let the Treasurer know.*

**Kirtlington Preschool Treasurer – Jane Jones – [treasurer@kirtlingtonpreschool.com](mailto:treasurer@kirtlingtonpreschool.com)**