



Coalway Early Years
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 Registered Charity No: 900365



17th July 2020

Dear Parents/Carers,

ANNUAL FEES POLICY REVIEW

Following an annual review of our fees we have increased our hourly fees, effective from September 2020;

2 Year Olds	Increased from £4.75ph to £4.85ph
3 and 4 Year Olds	Increased from £4.50ph to £4.60ph

NB: The 3 and 4 year old rate is applicable from the term after your child's third birthday

We have also reviewed how we invoice and our payment terms. Our fees policy has always stated payment of fees should be paid in advance of session however invoices in the past have been raised at the start of each term with a payment deadline date of the week before the end of each half term. This has generally worked well for us as a setting however, we have identified a financial risk with this approach, as well as a negative impact on our cash flow and so therefore we have made the decision to adhere to our policy of advance payment of fees. Going forward invoices will now be raised termly in advance. We recognise paying for a full term in advance may not be affordable for everyone and so therefore have still allowed for flexibility of payments and we will be offering invoices to be paid either in full, half termly or affordable monthly instalments, in advance. If you are not able to make payment, as per the payment terms of the invoice, it is vital to discuss this with myself. I will offer a non-judgmental ear and work with you to find a reasonable solution. Failure to discuss may result in your child losing their non-funded sessions.

From September, we will be accepting payment of (non-funded hours) invoices by bank transfer, tax-free childcare or childcare voucher schemes. Cash and cheques will only be accepted in exceptional circumstances. Invoices will clearly state the payment terms and our bank details. If you are unable to pay by bank transfer please contact me by email to discuss ceyfinance@outlook.com or alternatively, if you would prefer to talk over the phone please email, requesting a call back.

In an attempt to go paperless invoices will now be sent as a PDF file by email. A paper copy will be available by request. To request a paper copy please email ceyfinance@outlook.com .

If your child is booked in for non-funded sessions from September, your invoice for the Autumn term (Sept – Dec 20) is attached. If you have any queries, please do not hesitate to contact me.

Kind Regards

Jo Young
 Finance Officer
 For and on behalf of Coalway Early Years

