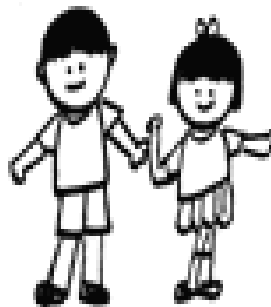




Delph Pre-School



Payment Policy Terms & Conditions

Revised: July 2026

Payment Policy: Terms and Conditions

Delph Pre-School is a non-profit making organisation. Charges are made simply to cover costs. The daily charge is payable despite absence for sickness and holidays (including Bank Holidays) or unexpected closure for a period of up to and including 3 days.

Parents/Carers are asked to pay Pre-School fees in advance of attending the session. Pre- School fees need to be paid on Monday if paying weekly or on the first day of term if paying half termly using the ParentPay system.

Charges from September 2026	
Morning session	£17.40
Full day (includes full day discount)	£37.70
Late Collection	Charge £4 for every 15 minutes late (£16 per hour)
Hours taken above government grant entitlement	£5.80 ph
Enrichment (voluntary donation)	£ 10.00 (termly)

Every 3 and 4 year old is eligible for free childcare for up to 15 hours per week, working parents are entitled to 30 hours. This becomes available in the term **after** their 3rd birthday – please ask Mrs. Holt for details. The fees will take this into account and be adjusted accordingly.

We sometimes arrange special activities. On these occasions, we may ask for a contribution towards expenses.

Our aim is to promote positive action to prevent arrears occurring. However, the Pre School will consider enforcement action against deliberate non-payers or those who delay payment. Where a parent/carers makes contact with the Pre School, their circumstances will be sensitively and confidentially considered with a view to agreeing a reasonable payment and minimising recovery action.

Where parents/carers fail to establish contact or maintain arrangements, recovery action will continue as follows:

- Within 7 days after the payment due date has expired a reminder text will be sent.

- After 14 days of non-payment a Payment Reminder letter will be sent and parents/carers will be encouraged to discuss any difficulties they may be experiencing with payment.
- Delph Pre School will advise of re-scheduled arrears amount, instalment due dates and appropriate payment method in writing.
- Should non-payment of fees continue, and there has been no contact from the parent/carer, Delph Pre School has the right to suspend the child's place until such time the outstanding amount is paid.
- If no payment of these fees is paid within the specific time period detailed in the re-scheduled arrears letter and the debt remains unpaid at the end of the half term, then the extra hours will be withdrawn, and the debt will be referred to Oldham MBC for collection. This will incur an additional charge.

In order to maintain sustainability, quality of care and pay staff according to their qualifications and experience, we will carry out a review of charges on an annual basis.

We request 4 weeks' notice before withdrawing your child. If notice is not given, we reserve the right to charge for this period.

When registering your child at Delph Pre-School, we ask families to confirm their acknowledgment, understanding and agreement of our payment terms and conditions by completing the following form, accessed [HERE](#).

Approved by	
Miss R Swaby	Headteacher
Mrs C Holt	Pre-School Leader
Mrs H Potts	Governor
July 2026	