

FEES POLICY

The pre-school is open in term-time Monday, Tuesday, Thursday and Friday 8.50 am.–11.50 am, offering lunch club 11.50 am – 12.50 pm. On Monday, Tuesday and Friday we can now offer an all-day session 8.50 am – 2.50 pm, to children between 2 years 6 months and 5 years. We can offer some flexibility within these sessions.

- **Billing:** Fees are billed half-termly no later than the first two weeks of term for non-government funded sessions, lunch club and afternoon sessions. They can be paid to the pre-school Leader or Treasurer.
- **Payment:** Due within 14 days of receipt of invoice by cheque, cash, bank transfer or childcare vouchers. (NB: we currently accept childcare vouchers from two companies but are happy to register with others for your convenience). There is a late payment surcharge of £10 if payment is not made within 14 days of the date on the invoice. A verbal reminder will be given when fees are two weeks late. If fees continue to be outstanding the parent will be sent a further letter asking for fees to be paid within 14 days upon receipt of the letter or proceedings through the small claims court will be instigated to reclaim the outstanding amount. Parents will also be asked to withdraw their child until the outstanding fee is paid and any siblings who wish to attend in the future may be refused a place. Afternoon sessions can be offered on an ad-hoc basis, however if a parent wishes to put their child in for the afternoon sessions for more than 3 consecutive weeks then fees would be charged for the whole of the half term.
- **Tariff:** Sessions are currently charged at £12.30. Sessions are 3 hours 8.50 am – 11.50 am. We offer a lunch club from 11.50 am - 12.50 pm (£4.10 per hour). Afternoon sessions are also available on Monday's, Tuesday's and Friday's up to 2.50 pm. Government funding is available for children the term beginning after their 3rd birthday, which is valid for 38 weeks of the year for 15 hours per week. We also offer 22 hours funding each week we are open for eligible parents who both work more than 16 hours each week. We also accept children who are eligible for 2 year old funding. If funding is unavailable, fees are applicable (£4.10 per hour).
- **Snack Fee:** A daily snack fee of 40 pence per morning session and 20 pence per afternoon session is payable for all funded children, however if you do not want to pay for snack, please can you provide a piece of fruit whenever your child attends. These fees are in line with government guidelines and billed termly in advance. These fees can be paid via any of the payment methods mentioned above.
- **Sibling Discount:** In the case of siblings attending at the same time, a 10% discount applies for each additional child, e.g. the first child will be charged at the full rate, with the 10% discount applying to each subsequent child. Sibling discounts do not apply to snack fees.
- **Notice of intention to leave or reduce hours:** Parents or carers must provide four weeks' written notice of intention to leave or to reduce their Pre-school hours or else pay four weeks of fees/funded hours. After the four week period, any money owed by the Pre-school will be refunded either via the Local Authority (funded children) or direct to the parents for non-funded fees. This does not apply when a child is leaving to start school.
- **Sickness/holidays:** No refund will be given for periods where your child's Pre-school place is unfilled due to illness or term time holiday absences. Government funded children will be required to pay fees if holiday absence is longer than 2 weeks.
- **Refunds:** Refunds will be given or the offer of another session when the Pre-school closes for snow days or the hall being used for elections.
- **Long-term absence:** If a child is unable to attend for more than two weeks due to long-term illness or injury, fees may be refunded for the period of absence over two weeks. This is at the discretion of the Pre-school Committee on a case-by-case basis.

- **Payment difficulties:** If a parent is experiencing problems in paying their fees, please inform the pre-school Leader, Treasurer or Chairperson of the Committee as soon as possible. The Committee will decide how to proceed on a case-by-case basis.
- **Queries:** Please contact the pre-school Leader (Kerry Goodwin), the Treasurer (Karen Richardson and Jodie Higgs) or the Chairperson of the Pre-school Committee (Lucy Fairchild). Contact details are available on the Parents' Notice Board.

June 2018
This policy was adopted on: _____
June 2019
Date to be reviewed: _____
<i>Lucy Fairchild (Chair)</i>
Signed on behalf of the Committee _____

Changes Made **Y**/N

PARENTAL DECLARATION – FEES POLICY

I have read and agree to the terms and conditions of this policy.

Signed.....

Print Name.....

Child's Name.....

Date.....