

Fees Policy

Statement of intent

Hourly fees are reviewed regularly and are always set at a level that ensures the sustainability of the pre-school.

The Committee is able to reduce or waive the fees for a child if it is felt that this is in the best interests of the child, for example if a child currently attends and is unable to continue because of financial hardship. The reduction of the fees is solely at the discretion of the Committee, on advice from the Manager. All matters will be dealt with in the strictest confidence.

Procedures

Fees are reviewed on a regular basis by the Committee, in line with the Local Authority Funded Early Learning and any increase to fees will be advised to parents and carers in advance.

All fees should be paid in advance on receipt of an invoice, issued termly with the option to pay in in half-termly instalments. Payment should be made by bank transfer to account number....., sort code with your child's name and an invoice reference and paid within one week of the receipt of the invoice

Fees are payable even if a child doesn't attend their session.

Fees are charged for any regular Session that your child attends that

are not covered by Free Early Learning funding (FEL) or if parents meet the criteria , Extended Funding Entitlement (EFE).

A separate invoice will be issued in arrears half-termly* for Occasional Additional Sessions, regular Early Start Sessions and Session Amendments made throughout the term that are not covered by FEL or EFE.

If a fee bill is unpaid after two weeks, the Administrator will send a reminder by text. If the bill is still unpaid after three weeks there will be a late payment charge of £10 and the child's attendance at the Pre-school will be discussed and the place may be withdrawn.

To prevent debts from building up if the situation arises where a parent/carer is seen to be struggling to pay the fees, a discussion will take place between a senior member of the Pre-school staff and the parent/carer. Any reasons for not paying or delaying payment will be drawn to the attention of the Treasurer and Chair, who will review the situation and may give approval for an alternative level of payment or a delay in payment;

If payment is still not received following the above procedures, legal action may be taken.

Parents/carers are informed that their child would be funded by the government from the term after their third birthday, subject to the dates set by the Local Authority.

Four weeks written and paid notice is required to terminate a child's place.

Four weeks' notice is also required if there is a decrease of hours to the original contract.

*with the exception of the Summer Term when an invoice for these Sessions will be issued two weeks prior to the end of term to accommodate children who will be leaving the Pre School.

This policy was amended at a meeting of the Committee and staff on the

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Signed.....

Date.....

Review date