



FEES POLICY

Children who do not receive EYEF (Early Years Education Funding) will be expected to pay for a session, a session being defined as 3 hours. An additional fee will be charged for use of the lunch club if staying all day.

The current fee scale from September 2016:

- Under 3 = £18.00 per session
- Over 3 but not yet entitled to EYEF = £18.00 per session
- Over 3 but over allowance £18.00
- Lunch club = £4.00 per ½ hour session

Invoices for fees will be issued the last week of half term for the forthcoming half-term and will include the pre-school phone number for any queries.

When sending fees letters with a starting pack, two copies of our terms and conditions will be sent and a copy signed by the parent/guardian and returned with the first payment.

Terms & Conditions:

- a) Payment to be made by end of child's last session of second week of term. Childcare Vouchers are accepted.
 - b) Three weeks notice will be given for children leaving pre-school. If notice is not given, full half-term fees will be charged.
 - c) If notice is not given that children will not be returning a full half term fees will be required.
 - d) If your child does not attend sessions without letting the pre-school know for two weeks and without payment we will terminate your child's place. If you are in arrears for two weeks or more your child's paying session(s) and lunch club(s) will be terminated, please remember that we are a charity.
1. Payment must be made by the end of the child's last session of second week of term (regardless of length of term).
 2. *Third week of term;* A reminder letter will be issued at child's first session of third week of term, reminding parents of the amount due and of the signed fees policy.
 3. *Fourth week of term;* A final reminder letter to be issued at child's first session of the fourth week of term, with payment expected by the end of fourth week. Inform the parent/guardian that their child will be excluded for the rest of term if full payment is not received by the child's next session, include final settlement date. Full payment will also be required for the sessions lost due to exclusion.
 4. *Fifth week of term;* If no payment received, the child will be excluded from fifth week of term. Full payment will still be required.
 5. Recovery of debt will be sought through the Small Claims Court. An application will also be made for our costs incurred in this procedure to be met by the parent.
- In cases of financial difficulties weekly payment of fees can be arranged through the Administrator. In this instance payment must be received at the beginning of the first session each week. If payment is not received preceding the second session, the child will be excluded until full payment is received.
 - If a child has a short-term sickness or is taken out of pre-school for a holiday, fees are still payable.
 - In the event of a cheque being returned by the bank, the parent will meet any charges.
 - All fees are dealt with by the Administration Manager and should be sent into pre-school in an envelope clearly labelled with the child's name. Under no circumstances should a cheque/cash be handed over without an envelope. No change can be given.
 - This policy applies to all fees including lunch club.

Late Collection Charge

A charge £10 plus £1.00 per minute will be levied if your child is not collected at the finishing time of the session. A note will be made and charges will be invoiced and payable by the start of the next session.

I agree to the terms and conditions of this fees policy

Childs name Signed Dated