



### FEES POLICY – Pre-School

Parents/Carers are requested to discuss any queries regarding fees with the Pre-School Chair, Treasurer, or Carrie.

#### **Rates**

A registration fee of **£20** will be charged when you register your child at Howden Pre-School, children in receipt of 2, 3 and 4 year old Government funding on starting pre-school will be reimbursed on their first invoice. Payment of your first months invoice will secure your child's place in the agreed sessions, failure to pay within 14 days of receiving this invoice will result in the place being offered to another child and your child returning to the waiting list. You will receive the first invoice during the term prior to starting. Any reduction to sessions following receipt of the first invoice payments will not be reimbursed, our usual notice periods will apply.

#### **Children aged 2-5 years old**

Breakfast Club	8am - 9am	£5.50 (includes breakfast)
Morning Sessions	9am - 12pm	£15
Afternoon Session	12pm - 3pm	£15
Tea Time Session	3pm - 6pm	£15
All Day Session	8am - 6pm	£50 (includes all meals and consumable fee)
Consumable fee	Includes fee paying and 3 & 4 year funded children	£1.50 per session
Lunch	Includes <b>all</b> children attending the 12-3pm session	£1.95

Breakfast is charged at £1.50, Lunch and Tea is £1.95 for funded 2, 3 and 4 year old children.

#### **Out of School Club and Holiday Club for children aged 5-11 years old**

Breakfast Club	8am - 9am	£5.50 (includes breakfast)
Morning Sessions	9am - 12pm	£10.50
Afternoon Session	12pm - 3pm	£10.50
After School Club	3pm - 6pm	£13 (includes a light tea)
All Day Session	8am - 6pm	£30 (includes breakfast and a light tea)
Consumable fee	Applicable to morning, afternoon and after school club sessions.	£1.50 per pre-school session
Lunch	Includes <b>all</b> children attending the 12-3pm session	£1.95

We are a 2 year old funding approved provider (subject to eligibility, see FISH website for further details).

All 3 and 4 year olds are entitled to 15 hours per week of free early years education for 38 weeks of the year or 12 hours per week for 50 weeks of the year, from the term following their 3<sup>rd</sup> birthday.

Eligible children can get up to 30 hours per week of free early years education for 38 weeks of the year or 22.5 hours per week for 50 weeks of the year. Speak to Carrie for more information.

If parents wish their child to attend for additional hours they will be charged according to the rates.

<b>Children who are 3 between:-</b>	<b>Become eligible for 15 or 30 hrs free funding from:</b>
1 <sup>st</sup> April & 31 <sup>st</sup> August	September
1 <sup>st</sup> September & 31 <sup>st</sup> December	January
1 <sup>st</sup> January & 31 <sup>st</sup> March	Easter

### **Invoicing**

Fees will be invoiced monthly in advance. Payment is due 14 days from receipt of invoice unless an alternative arrangement has been agreed with the Pre-School committee. As a non-profit making, charitable organisation we require prompt payment to ensure the smooth running of Pre-School.

Additional or ad hoc booking must be paid at the time of booking to secure the place. Bookings will be cancelled if payment is not received within 2 days of reserving a place.

### **Payment - Please note we DO NOT accept ANY payments by cash.**

Payment can be made by Bacs, Direct Debit or Childcare and Tax Free Childcare vouchers. Please use your child's first name and invoice number as a reference when paying by Bacs.

HSBC Account No: 61056921 Sort Code: 40-25-07

### **Outstanding Fees**

- a) After 14 days, parents will receive a written reminder that fees are outstanding; this will incur a **£5 late payment charge**.
- b) If after a further 7 days payment has not been made, another reminder will be issued and will incur an **additional fee of £10**.
- c) If fees are not paid following a formal reminder this would result in a child being unable to attend any Pre-School sessions.
- d) If parents have any difficulty in paying fees, please contact the manager as soon as possible to discuss the possibility of a flexible payment plan. In exceptional circumstances, The Pre-School may consider reducing fees, charges or notice periods. All decisions will be made in agreement with the full committee and will be documented.

### **Late collection Fee**

A 10 minute late collection of children, without prior notice will incur an **additional fee of £5 and then £10 every 10 minutes thereafter**.

### **Notice periods**

We plan our staffing levels and set our budget well in advance in order to operate. We therefore need advanced notice of changes in numbers of children.

- **Your child's place will be secured following payment of the first invoice – from this point, charges will be incurred if your child does not attend or reduces their sessions without notice.**
- Four weeks' notice is required of a child leaving Pre-School or reducing/cancelling their sessions, otherwise you will be charged for those sessions. This applies to all bookings.
- Where sessions are `swapped`, the notice period for reduction/cancellation of sessions will only be enforced where it impacts upon ratio and staffing costs.
- We will endeavour to accommodate any changes or addition of days within 1 week of the request, this is to allow for alteration of our staffing.
- Four weeks notice is required for children on a 50 week contract to be eligible for a 50% discount on a maximum of four weeks holiday per year. Term time only children are not eligible for a holiday discount. Lunch will not be charged if the requested notice is adhered to.

**Refunds**

No refunds are made for sickness, absence or self-isolation as staffing levels will have been set. In the case of continuing illness please speak to Carrie as fees for such absences are at the discretion of the Pre-School Committee.

Lunch cost will be charged during short term absence due to food being ordered in advance to reflect the number of children booked in.

**Closure**

In the event of the Pre-School being forced to cancel a session, we will endeavour to give as much notice as is reasonably possible. The Pre-School reserves the right to offer replacement sessions in lieu of refunds.

**Please sign and return one copy of this policy to Pre-School.**

Parent/Carer Name (printed) .....

Signed: .....

Signed: ..... On behalf of Howden pre-school

Date: .....