



Charging and Fees Policy

Payment Expectations for Parents

- The £20 deposit and £20 registration fee (if your child is not fully funded) is to be paid before your child begins the settling in process.
- An emailed invoice will be provided a month before the beginning of each half term. This will have a clear breakdown of relevant payments to be made, and a total payable figure.
- All payments must be received by the commencement of each half term.
- In the event of sickness or holiday in term time, fees will still need to be paid.
- Cancellation or reduction of hours requires a month's notice in writing or payment in lieu of notice.
- It is expected that if you have any difficulty with payment, you speak with the pre-school manager or deputy at the soonest possible opportunity.
- Payments can be made in cash, via bank transfer or through a Tax Free Childcare Account.
- Email reminders will be sent out to parents if full payments have not been made before the beginning of the next term.
- A final reminder will be given verbally if payments have not been acknowledged or received.
- If payments have not been received on time, we reserve the right to withdraw your child's place at pre-school.

Outstanding Debt Procedure

- If the term begins and payment has still not been received, you will be asked to only bring your child into pre-school for their funded sessions (15-30 hours per week).
- Until the outstanding debt is cleared, additional hours will be unavailable.
- Consistent liaison with the pre-school manager or deputy is vital at this point.
- If the debt has not been cleared after two weeks of the new term, the child's additional booked sessions will be offered to the next person on the waiting list.

- The child will still be entitled to receive their 15-30 funded hours per week.

Optional Extras

- Government funding is intended to cover the costs to deliver 15-30 hours of childcare. It is not intended to cover the cost of meals, consumables, additional hours or additional services.
- At this present time, we do not charge for any optional extras. It is therefore essential that each family provides their child with a suitable packed lunch, a contribution of fruit for snack time each week, nappies and wipes as necessary.
- We provide a suncream for the children throughout the months of April-September, and ask for a voluntary donation from each child.
- We reserve the right to begin a charging process for snack time consumables at any time, in line with the Model Agreement.

Late Collection Charge

- A late collection fee of £5 per day will be charged if your child is consistently collected late.
- We define this as being collected after 3pm more than three times in one term.

- See Model Agreement: Early years provision free of charge and free childcare (March 2017)

Chair Person Sign:



Date: 15.10.22