



## **Fees Policy**

The management Committee and staff at Horfield Welly Pre-School are committed to providing a high quality child centred environment where children's interests can be nurtured and developed. To provide this it is necessary to charge a fee, we aim that this fee matches the Government's Free Early Education Entitlement (FEEE) funding currently equating to 15 hours worth of free session from the term after the child's 3<sup>rd</sup> birthday. If you are entitled to the FEEE and you use all of your funding with us, you will pay no fees.

### **Overview**

- Fees will be set annually by the Management Committee and will generally take effect from the beginning of the school year in September. Any changes to fees will be notified to parents at least one month in advance of the change taking place

### **Fee Charges**

- Big Wellies £18.90 per session, Little Wellies £20.25 per session per child. Our sessions run from 9.15 until 1pm. For our parents convenience we do offer the opportunity of the child not staying for lunch and being collected at 12 noon, please note that full session fees are still payable if you take this option.
- If you are in receipt of the FEEE but use part of the allowance at another setting you will need to pay for anything over the total of 15 hours. As above if you choose to collect your child at 12 noon payments will still be due for the whole session time (9.15am until 1pm)
- You will be expected to pay any fees due based on the hours you agreed to by returning the offer of a place letter including any of these sessions not attended due to illness etc.

### **Payment**

- Payment of fees are due at the beginning of each half term and the Pre-School Treasurer will invoice you accordingly, the last day for payment is the last pre-school day of that half term.
- Cheques must be put in a named envelope and a name put on the back of the cheque. These cheques can be put straight into the Treasurer's box which is situated on the table by the ladies toilets
- Fees can also be paid by BACS transfer, which can be arranged by contacting our Treasurer.
- Cash will be accepted only if absolutely necessary and only by pre-arrangement with the Treasurer. Any cash will need to be given to the Treasurer directly and not put in the box, a receipt will be provided.
- We can also accept fees from accredited employer's schemes; you will need to give details of these to the Treasurer of the Pre-School.
- Late payments are classed as anything after the last day of that half term and if further letters to request payment need to be sent an additional fee of £10 will be charged for each letter.

*Non payment of fees within a reasonable time frame may result in the removal of offer of a child's place; the place will then be reallocated to another child from our waiting list.*

*We understand that from time to time people may have difficulties in making payments, as a pre-school we are committed to helping parents/carers come up with a suitable payment option. If you are having any problems please contact the Treasurer, details can be found on the Pre-school's notice board, although the Pre-school Committee may need to meet to discuss the case it will be done in the strictest confidence.*

*If a parent/carer wishes to remove their child from the pre-school, they must put this in writing to the Pre-School manager and give a minimum of 6 weeks term time' notice. A final invoice will then be provided.*

### **Late Pick Up Charges**

Late collection causes significant disruption and increased staff costs and needs to be avoided except in cases of genuine emergency. Therefore if a parent/carer is late collecting their child, and after 10 minutes we have received no contact an additional charge will be made of £5 per 10 minutes.

### **Deposit**

Deposits are returned at the end of child's time in Welly pre-school. If your child is removed from the preschool or does not take up their place, provided we have been given 6 weeks term time notice then your deposit will still be returned. If we have been given less than 6 weeks term time notice the deposit will not be returned and we will continue to claim your nursery funding from the council or charge you fees until your 6 weeks term time notice period has expired.

### **Other fees**

We will endeavour to ensure that you do not incur any further costs for your child's place at pre-school apart from the fees paid or FEEE claimed. We aim to include the cost of all trips, resources and activities provided within the fees paid.