

Battisford Preschool



10.15 Fees Policy

If there are any concerns about the following fees or payment of fees generally, parents are requested to talk to the Pre-school Manager or Treasurer whose details appear on the display board in the entrance hall of the setting.

1. Rates

All three and four year olds are entitled to 15 hours per week of free nursery education for 38 weeks of the year from the term following their third birthday. If parents choose to use funding at Battisford Pre-School they are requested to inform us to make the application on their behalf. If parents wish their child to attend for additional hours they will be charged according to the rates detailed below.

Children who are 3 between:	Will become eligible for 15 hours funding from:
1 April and 31 August	September
1 September and 31 December	January
1 January and 31 March	April

Our sessions rates are £4 per hour.

Some three and four year olds may be eligible to 30 hours free education dependant on their circumstances. Information is available within the preschool foyer. It is parents responsibility to check their eligibility for 30 hours funding and to provide relevant information to the setting within the set timescale.

Some 2 year olds are also eligible for free early years education of up to 15 hours per week if you meet certain criteria. Details of this are on our parents notice board in the entrance to the setting. Alternatively staff can assist with any information regarding 2 year old funding.

2. Invoicing Fees will be invoiced half-termly in advance. Payment is due on receipt of the invoice, unless an alternative arrangement is agreed with the Management Committee.

3. Payment can be made in cash or by cheque. Cheques should be made payable to Battsford Pre-school. Alternatively, parents may choose to pay fees directly into our bank account. The details of which will be printed on your invoice. Parents are requested to use their child's name as reference for any payments made in this way.

4. Outstanding fees If parents have any difficulty at all paying fees, it is essential that parents tell us straight away. We are always happy to discuss the possibility of alternative arrangements with parents in genuine financial difficulties.

a. After 14 days parents will receive an informal written reminder that fees are outstanding.

b. If, after a further 7 days, parents have still not paid their fees, they will receive a formal written reminder.

c. Should fees continue to be unpaid, we may, regrettably, be forced to take legal proceedings to recover unpaid fees and will offer the child's place to another on our waiting list. We reserve the rights to ultimately refuse admissions if fees remain unpaid.

If the parent have contacted us already to make alternative arrangements, allowances can be made.

d. If fees are paid following a formal written reminder, the Pre-school reserves the right to request fees to be paid weekly in advance to ensure we do not suffer unpaid debts.

5. Notice We plan our staffing levels and set our budget well in advance. In order to operate, we therefore need notice of changes to numbers and thus our income. One months written notice is required of a child leaving the Pre-school or reducing their sessions, otherwise fees in lieu of notice will be charged.

6. Refunds No refund is made for sickness or absence from the Pre-school.

7. Closure In the event of the Pre-school being forced to cancel sessions, the Pre-school 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.

This policy was adopted by
On
Date to be Reviewed
Signed on behalf of Battisford Preschool
Name of Signatory
Role Of signatory

Battisford Preschool
April 2020
April 2021
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Elodie Hubbard
Chair