

FEES POLICY

Our Pre-school is a non-profit making organisation and is run as a charity. We therefore rely on your support and cooperation with our fees policy to ensure our continued success. The following conditions will apply:

- Fees for the morning session from 9.15 to 11.45 will be set annually in line with KCC funding. The hourly rate will also be based on this.
- We also have an optional lunch session which runs from 11.45 to 1.00, the early start option from 9am to 9.15am and afternoon sessions from 13.00 to 15.00 for children over three years of age. Fees for these optional sessions will be set annually in line with our hourly rate. Fees for these optional sessions must be paid in advance or on the day before the session starts. Parents/carers will not be expected to take up or pay for these optional sessions in order to receive a place at the Pre-school. We would prefer parents to inform the treasurer of how many sessions they wish to take up prior to the start of each term and you will be invoiced accordingly. Please note we cannot refund fees for non-attended sessions (this excludes non-attendance due to planned pre-school trips/outings or holidays where appropriate form received). However, if you prefer to arrange for your child to attend sessions on an ad-hoc basis, this can be accommodated but only when payment is made in advance of the session (at registration on the day is acceptable). All sessions can form part of the free entitlement.
- In addition to the fees for each session, we also ask parents for a voluntary contribution of 50p per day towards our snack and sundry fee costs (instead of asking for donations of items). Donations help cover the cost of providing healthy snacks in the morning and sundries such as wipes, paper towels etc. The voluntary contribution will be noted on each terms invoice.
- Charges will be reviewed at a committee meeting in Term 5 or 6 unless deemed financially necessary at any other time
- Invoices are usually issued in the first week of each term. FEES ARE PAYABLE TERMLY BY THE DATE SHOWN ON THE INVOICE.
- Alternative fee payment arrangements may be made, in certain circumstances, upon consultation with the treasurer (i.e. weekly/monthly payments)
- Should we need to issue a fees reminder letter at the end of the second week, **an additional fee of £5** will be incurred. This reminder letter will be sent to your home address by recorded delivery
- Each child's attendance at either the morning, afternoon Pre-school or lunch time session is conditional upon continued payment of fees. If your child is non-funded, their place at See-saw will be at risk if necessary fee payments are not made on time. Your child will not be able to attend lunch sessions if fees are not paid in advance

- Should fees for non-funded children still not be paid within 7 days of receipt of the reminder letter, we will ask you to remove your child from pre-school until payment is received in full. The place will be kept open till the end of that term. After which, if payment is still not received, the place will be offered to a child on our waiting list
- Should fees for lunch sessions still not be paid within 7 days of receipt of the reminder letter, your child will no longer be able to attend lunch sessions
- Parents are encouraged not to take holidays during term time. If you do have to take your child out of Pre-school for a holiday you must complete a holiday form, available from the setting. Please note that funded children may take a maximum of 10 days holiday a year from pre-school
- Where a holiday form is received for a child's planned absence, the available session(s) will be offered on a first come, first served basis to all parents. The session(s) will be advertised in a place visible to all parents, will state the date, cost, and person to contact. The session(s) must be paid for at time of booking to secure the place
- All fees are payable if a child is absent. In cases of prolonged absence due to sickness or holidays, parents must consult the treasurer/committee. Where a holiday form has been completed, lunch fees may be deducted
- Parents must inform the Pre-school before 9.15am if their child will be absent and give a reason, so that it may be noted on the register
- If a place is to be held open for whatever reason, payment of the necessary fees must be paid for in advance
- All eligible children are entitled to receive Free Early Education, in the spring, summer or autumn term after a child turns 3 years, consisting of a maximum of five 3 hour sessions or 15 hours per week for 38 weeks a year. Where See-saw is not able to offer five 3 hour sessions a week for 38 weeks a year, parents will be informed prior to admission and an explanation given
- The treasurer will inform parents of eligible children in the term prior to claiming a child's free entitlement for the first time. The child's birth certificate or passport must be provided to secure their child's free entitlement
- Where a child is eligible for Free for Two early education from the term after they turn 2 years of age, the maximum free hours will be 15 hours per week for 38 weeks a year. Where See-saw is not able to offer the full hours required, parents will be informed prior to admission and an explanation given. Confirmation of eligibility for Free for Two must be obtained prior to admission and the treasurer must be provided with this confirmation along with a child's birth certificate or passport to secure their child's free entitlement..

- Some parents will be eligible for the extended 15 hours Free Early Education for 3/4 year olds. This would bring their total entitlement to 30 hours. See-saw currently can only offer a maximum of 28 hours. See-saw will inform parents prior to admission of the hours we can offer. Parents must confirm eligibility for the extended hours before the commencement of each term and must provide us with the eligibility code before claiming this extra entitlement.
- A Parental Declaration must be completed and signed each term and returned to the Pre-school before the deadline given in order to secure their child's free entitlement. Failure to do so may result in the Pre-school being unable to claim a child's free entitlement and therefore you will be expected to pay full fees for all sessions attended
- Children receiving Free Entitlement will be charged for any hours in excess of the free hours claimed at the hourly rate.
- Failure to attend during the headcount week may result in the Pre-school being unable to claim a child's free entitlement and therefore you will be expected to pay full fees for all sessions attended
- If a child is not collected by a parent/carer at the end of their session and we have not been notified of a valid reason, we will charge parents an hourly rate for time after 1.00pm or 3.00pm.
- For outings and parties, the lunch session will not be charged for children registered for that session
- Should the Pre-school not open due to extreme circumstances the appropriate fees will be refunded. However, if the Pre-school is open and you chose not to bring your child to pre-school or are unable to do so (due to extreme weather conditions), we will not refund your fees.

This policy was adopted at a meeting of the pre-school held on:

Signed on behalf of the Pre-School Committee:

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Name & Position held: