

## 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 and for the afternoon session from 13.00 to 15.00 will be set annually in line with KCC funding. The hourly rate will also be based on this.
- An optional lunch session runs from 11.45 to 1.00 and an additional fee for unfunded children, to be set annually, will be made for each lunch session attended. Parents/carers will not be expected to take up or pay for this service in order to receive a place at the Pre-school. We would prefer parents to inform the treasurer of how many lunch 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 lunch 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 lunch sessions on an ad-hoc basis, this can be accommodated but only when payment is made in advance of the lunch session (at registration on the day is acceptable). The lunch session can form part of the free entitlement
- 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 or second 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, and give at least one term's notice. 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 in advance 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 within the time specified, 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 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.
- Some parents may be eligible to a further 15 hours if they meet certain criteria. If you do meet these criteria, you will be able to take up all sessions with our preschool (Mon/Tues/Fri 9.15 to 1, Wed/Thurs 9.15-3pm) which is a total of 22.5 hours. The additional 7.5 hours can be used at another setting or with a childminder.
- If you meet certain criteria, you may be eligible for 15 hours free funding from the term after your child turns two.
- The treasurer will inform parents of eligible children in the term prior to claiming a child's free entitlement for the first time. A photocopy of a child's birth certificate or passport must be provided to secure their child's free 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.

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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: .....