



FEE PAYMENT POLICY

Abbey 345 Pre-School is a Charitable Incorporated Organisation registered with OFSTED, The Charity Commission and the Early Years Alliance. Government funding and income from fees are used to cover our overheads. All monies received from Fundraising initiatives are invested back into the Pre-school.

Upon registration of your child to the setting, we will provide you with registration documents. You may also choose to purchase a complete welcome pack for £25 which includes a bookbag, preschool top, water bottle and everything you need to start your child's preschool journey.

Our current hourly fee rate for non funded children is £7.50 an hour.

We provide a Breakfast Club from 8.30 am to 9 am at a cost of £3.75.

If you run into difficulties and know you are going to be late picking up your child at 3pm, please contact us straight away. We can arrange for you to book an additional half hour until 3.30pm at the half hourly rate (£3.75).

If you are more than 10 minutes late collecting your child- and we have not heard from you- we charge a late collection fee of £5.

If you are late on a second occasion, without explanation, there will be a £10 charge.

On the third occasion, a £25 late collection fee will be payable. A £25 late payment fee will apply on any subsequent occasions.

We run a Let's play together session for parents/carers/babies and toddlers each Thursday morning. There is a small charge of £1 for each child over One.

Each term we send a **Snack Charge** and Sustainability Contribution form out to parents. This needs to be paid promptly in advance. our current charge is £1 per session.

We remain mindful of disadvantaged parents who may struggle with additional costs and encourage parents to talk to us in confidence about alternative options. Parents in receipt of Pupil Premium, two year old funding or who are experiencing financial difficulties, may choose to bring in their own comparable snack if they wish to, instead of paying our snack charge.

School readiness children also have the opportunity to attend Forest School and Gym sessions. There is an additional charge for these sessions which is payable termly in advance.

Forest School costs £25 per half term.

Gym sessions cost £15 per half term.

Parents in receipt of Pupil Premium may choose to opt out of paying for Forest School.

PAYMENT

Fee payment is required weekly in advance or termly in advance by cash or cheque, or bacs payment (weekly payments should be made on the first session attended during the week). Cheques should be made payable to Abbey 345 Pre-School and supported by a valid cheque guarantee card.

Fees continue to be payable if the child is absent due to:

- Sickness (including excludable diseases);
- Parental choice;
- Holiday being taken without 28 days notice.
- Parents removing their child from Preschool without giving us a 28 day notice period.
- If Preschool is forced to close in the short term due to unforeseen circumstances. (An alternative session may be offered to your child if requested).

As a charitable organisation we need to pass on bank charges to parents. We currently get charged for every bounced cheque. Therefore a charge of £10 will be made on each occasion this occurs.

ASSISTANCE WITH FEES

Abbey 345 Pre-School encourages prompt payment of fees, but recognises that at times some parents/carers may experience financial difficulties. Abbey 345 Pre-School will always try to ensure that no child/children/families are penalised should this situation arise.

Abbey 345 Pre-School will endeavour to arrange a payment plan that is acceptable to both parties, enabling the child/children to continue to attend the setting. All financial matters will be dealt with in confidence and with the utmost sensitivity and consideration.

In the event of non-payment:

- The Manager will liaise with the parent/carer concerned;
- A payment plan will be agreed if necessary;
- Where unmet payments continue, the Nominated person of the Management Committee will liaise with the parent/carer to arrange payment options;
- Where there is no resolution the child's/children's place may be withdrawn at the discretion of the Nominated person of the Management Committee.
- Steps will be taken to obtain monies owed.

PRE-SCHOOL CLOSURE

In the unlikely event that we have to close Pre-School for an extended period of time, due to circumstances beyond our control, a full refund of fees will be given to Non funded children.

If a parent of a funded child requests it- we will try to offer an alternative session to recoup their lost hours.

Signed on behalf of the setting by:

Kathy Crouch (Manager)

Gemma Neale (Nominated Person)