



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, a £25 one off fee is payable to secure your child's place. This covers administration costs, your child's book bag and water bottle.

Our current hourly fee rate for non funded children is £6 an hour.

A snack charge of 50p is applicable for each session your child attends where a snack is provided. Invoices for this are issued termly.

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.

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- Where there is no resolution the child's/children's place may be withdrawn at the discretion of the Nominated person of the Management Committee.

PRE-SCHOOL CLOSURE

In the unlikely event that we have to close Pre-School 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)

Kate Griffiths(Nominated Person)