

## **Chollerton Pre-School Ltd**

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Reg. Charity 1132501 Company No. 07005338



### **Fees Policy and Procedure**

#### **Statement of intent**

Chollerton Pre-school is an inclusive and friendly setting which believes that all children from aged two years old and upwards should have equal access to value for money, quality childcare provision regardless of social or economic circumstances.

#### **Aim**

We are a non-profit making, charitable, volunteer organisation and therefore can offer excellent pre-school childcare at very affordable prices, but also are dependent on fees to pay our staff and premises costs. This policy seeks to establish an understanding and agreement between the Pre-school Committee and all parents about the expectations regarding the payment of pre-school fees.

This fees policy forms part of the contract with the parents/carers and Chollerton Pre-school.

#### **Fees**

- Fees are set by the Pre-school Committee and reviewed every year. The fees are currently charged at £6 per hour. Morning sessions are 8.45 – 11.45 and afternoons 12.45 - 3.15. Full days are 8.45 - 3.15. Children can stay for hour over lunch for an extra £6. These fees apply to all non-funded children and funded children.
- In addition, all children will be charged a snack charge fee of 25p per day which goes towards providing the children with a healthy and nutritious snack.

#### **Paying fees**

- Fees for agreed hours will be invoiced every half term, i.e. six times a year.
- Additional hours (those above the agreed normal hours) will be added to that terms invoice. Additional hours over the 15 or 30 hours funded will be charged at £6 per hour.
- All fees must be paid 14 days of receiving the invoice. Payment or part payment may be made using childcare vouchers which employers may offer.
- If fees are unpaid after 14 days, a reminder letter will be sent to the parent. If fees are still unpaid 28 days after the date of invoice, a further letter will be sent and verbal contact made in order to discuss any difficulties in payment. If necessary the pre-school shall take steps to recoup the fees via the courts, and the parent shall also be liable for any court costs incurred. The child's place will be suspended pending full payment.
- If a parent or carer is persistently late paying fees, the pre-school may request a £100 deposit to guarantee the child's continued place at the preschool, which will be refunded when the child leaves the preschool.
- If a cheque is returned from our bank unpaid (bounced cheque), the parent will be liable for all administration charges incurred.
- If there are inaccuracies with the bill the parent should contact the Pre-school Leader or the Treasurer of the Pre-school Committee immediately.
- If, due to personal circumstances, a parent is having any difficulty in paying the fees, the parent is urged to speak to the Pre-school Leader or the Treasurer in confidence, and

the aim is to come to a mutually satisfactory arrangement for the fees to be paid in instalments.

- A full term's notice must be given in writing for the permanent cancellation of a session or removal of a child from Chollerton Pre-school. Failure to provide such notification will incur payment of a full term's fees.
- Fees are non-refundable, regardless of the circumstances. Should the pre-school need to close due to unforeseen circumstances (including but not limited to adverse weather, no heating, damage to building rendering it unusable) and the pre-school is still responsible for overheads such as staff and premises costs, fees will be due throughout the period of closure.

### **Illness / Absence**

- All sessions must be paid for and no refund will be given if a child is absent due to illness, holidays, parents days off, closure due to bad weather or any other reason.

### **Government Funding**

- Chollerton Pre-school is registered to receive government funding and all children attending the pre-school of an eligible age are entitled to such funding. This includes 2 year old funding where relevant.

Children born in the period/eligibility established (30 hours)	Eligible from the start of the term on or following
1 <sup>st</sup> April – 31 <sup>st</sup> August	1 <sup>st</sup> September
1 <sup>st</sup> Sept – 31 <sup>st</sup> December	1 <sup>st</sup> January
1 <sup>st</sup> Jan – 31 <sup>st</sup> March	1 <sup>st</sup> April

- All children are eligible for 15 hours funding the term following their 3rd birthday (eligible children are able to claim 30 hours) until he/she starts school as follows:
  - When a child becomes eligible for a funded place at pre-school, parents are provided with a Parent Declaration Agreement Form to complete and return to pre-school.
- An eligible child can attend a maximum of 30 funded hours in any week, this can be divided between providers if he/she is attending more than one setting.  
Please see <https://www.gov.uk/30-hours-free-childcare> for advice on funding.
- Funding is for 38 weeks a year only, and therefore if the pre-school opens for any additional weeks, funded children will be charged for any additional sessions they choose to attend at the rates set out above.

The policy has been agreed by Chollerton Pre school committee

Signed by Pre school Manager.....

Signed on behalf of the committee.....

This policy was reviewed in July 2023