



Findon Village Pre-School

Youth Club Building High Street Findon West Sussex BN14 0TA

Tel: 07762906911

Fees Policy

Session Times

AM	9am to 12pm
Lunch club	12pm to 12.45pm
PM	12pm to 3pm
All day	9am to 3pm

Children not eligible for funding - Children under the age of three are not eligible for funding and therefore we charge the full amount of £12.75 per 3-hour session, a whole day is £25.50

Children eligible for funding - From the term AFTER a child is 3 years old all 3 and 4 year olds are entitled to 15 hours (5 sessions x 3 hours) of FREE early education, this is funded by the Government. Any additional session(s) will be charged at the rate of £12.75 per session.

Deposit - When you register your child for a place with us, we ask for a £50 deposit to secure a place. This is fully refundable if for some reason we are unable to offer you a place. The deposit will be held by us as surety against unpaid fees. The deposit will be returned when the last half term fees are due and will be either reduced on this invoice or refunded to you. In the case of authorised withdrawal mid-term the deposit will be refunded to you.

Lunch club - For children only doing morning sessions, we welcome them to stay for lunch. The lunch club is charged at **£2.50** per day.

The Pre-School reserves the right to change session fees at any time. There will be adequate warning of any change in fees so parents/carers will be aware of them.

Payment of fees - Invoices will be given to the parent during the first week of term where payment dates and fees charged will be stated. The lower section of the invoice needs to be signed, dated and returned with full payment or stating how it has been paid, i.e. bank transfer, within 14 days, please return this in ALL cases, whether bank transfer, cheque or cash.



Pre-school Leader Mrs Kim Fessey Parent Committee Chairman George Perks

Member of the Pre-school Learning Alliance. Registered and Inspected by OFSTED.

Registered Charity no.1029483



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Our preferred method of payment is bank transfer, which can be made to **Santander, Account number: 71623085 Sort Code: 72-00-05 Name: Findon Village Pre-School**. Please use the reference section on the transfer to put your child's name to speed up allocation of your payment.

Cheques should be made payable to Findon Village Pre-School and the child's name **MUST** be written on the back.

Cash is acceptable but we would stress the preferred method above, please do not feel uncomfortable when a Pre-School staff member counts cash in front of you, this is necessary to ensure correct payment is received.

Voucher payments - We will accept voucher payments from the various companies that operate this system however please have all paperwork ready and all relevant information from this Fees Policy to pass onto your chosen voucher company so that they can set up our details to forward the relevant payment on to us. This is the responsibility of the parent/guardian/individual to set up.

Late payment of fees - After 14 days funds remaining unpaid fees can incur an administration charge of £1 per day thereafter whilst the debt remains outstanding. If under certain circumstances, fees cannot be settled on time then the payee needs to write or speak to the Pre-School manager or Treasurer within 7 days and let the Pre-School know of their situation and how they intend to settle the fees. The Pre-School will work with them to come to a mutual agreement of how the fees can be paid. Confidentiality will be assured.

Should fees remain outstanding with breaching a mutual agreement or indeed without our written consent, we will write and request all outstanding fees be paid up to date immediately or within 14 days and in the event that this is not adhered to, Findon Village Pre-School will be left with no alternative to seek legal advice and help through the small claims courts. This is not something the Pre-School wish to do and will do their utmost to help where they can and to be lenient, but please bear in mind that the Pre-School cannot afford to have unpaid fees and therefore parents may be asked to withdraw their child until the outstanding fee is paid. Any child who is receiving Government funding will be able to remain at Pre-School for their funded hours only.

Referred or unpaid cheques - We charge an administration fee of £25.00 for each unpaid cheque returned by the bank.



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Late collection of child - It is the policy of the Pre-School to reserve the right to charge parents/carers for late collection. The Pre-School has had to make the difficult decision of introducing a late collection fee, these charges are to cover staff overtime to ensure the staff to child ratio remains adequate at all times. The charge will be £5 per child for the first 10 minutes the parent/carer/permissible adult is late for collecting a child and thereafter a further £5 for each subsequent 10 minutes. For example if you are 20 minutes late a surcharge of £10 per child will be issued. We prefer not to ever charge this and therefore, re-iterate the importance of collecting your child at the correct time at the end of each session.

Changing Sessions - Please inform the manager Kim Fessey of any changes you wish to make to your child's sessions prior to the start of the term. Availability of spaces will need to be checked before any changes can be made. Changes involve quite a lot of paperwork with billing/Pre-School Education funding claims and staffing levels, so we would be grateful if any changes could be made prior to the term they commence and not once it has started. The Pre-school reserves the right to charge for sessions that a child is withdrawn from mid-term.

Sickness - If a child is absent due to sickness or other reasons the fee will remain in place as that child's place is still taken and cannot be offered to someone else. In the case of continuing illness please speak to the manager or Treasurer as fees for such absences are at the discretion of the Pre-School and some arrangement may be possible.

Holidays - The Pre-School is closed on all Bank Holidays thus no fee is collected for these days. If a child has a planned holiday that falls during term time fees it is unfortunate but all fees will still be applicable as again that child space allocation has been used.

School closure – If the Pre-School makes the decision to be closed on a term day for example because of adverse weather conditions or staff training no charge will be made for that day.

Notice Period – If you wish to withdraw your child from the Pre-School parents/carers are required to give a full half terms notice in writing to terminate their place. The Pre-School reserves the right to charge in full for any sessions booked but not attended if notice is received after a half term has started.

Termination of the contract – The Pre-School reserves the right to terminate the contract without notice in the event of unsuitable behaviour by parents or non payment of fees following the non-payment procedure. At all other times one months notice in writing will be given.



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Children in Care - To the foster parent/legal guardian please contact your social worker as soon as you enrol a child into the Pre-School and ask them to contact us as soon as possible.

I have read and understood the above policy and show my agreement by signing the document below.

Parent/Guardian/Carer

Date

On behalf of child/children

Signature of acceptance by Preschool member of staff



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