

# **Payment of Fees Policy**

## **Policy Statement**

All parents/carers are to be informed of fees and the method of fee-payment prior to starting at the Pre-School. They are to be informed of the process of accessing Early Years Education (EYE) funding and when their child is eligible.

This policy ensures that families with varying financial means are able to attend, whilst enabling the Pre-School to benefit.

## **Procedures:**

- The fees are payable on a half termly basis, preferably in advance, arrangements can be made for these to also be paid weekly or monthly, to accommodate the needs of the parents, as long as payment is fully received by the end of each half term.
- Fees must still be paid if the child is absent through general sickness or holiday.
- For long term illness, hospitalisation or long-period absence due to personal circumstances, please talk to the Management or Committee team.
- For a child to keep their space at the setting, fees must be paid.
- The Pre-School has a right to cancel a child's place if agreed payments are not met.
- We are in receipt of EYE funding, which includes 2, 3, 4 year old funding and Early Years Pupil Premium where applicable; where funding is not received or claimed/shared with another setting, then fees apply.
- A funded place will not be offered to a child unless all outstanding fees have been paid by the end of the previous term.
- Any increase in fees or changes to the above policy will be made by the agreement of the Committee, staff and bookkeeper. Parents will be informed in advance of any increases.

## **Fee prices:**

The hourly rate of fees are £4 per hour.

Children who do not qualify for 2 year old funding are charged £10 for 2 ½ hour sessions.

This policy was adopted by

*name of*

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*provider*

On \_\_\_\_\_ (date)  
Date to be reviewed \_\_\_\_\_ (date)  
Signed on behalf of the provider \_\_\_\_\_  
Name of signatory \_\_\_\_\_  
Role of signatory (e.g. chair, director or owner) \_\_\_\_\_  
\_\_\_\_\_

<b>Date reviewed</b>	<b>Amendments (if any)</b> <b>Signature</b>