

PEWSHAM PRESCHOOL LTD POLICIES AND PROCEDURES

10.11 Fees and Notification of Leaving

Pewsham Preschool Ltd is a registered charity and is not permitted to operate at a loss, or to operate as a profit making organization. We offer a service which is fair and competitively priced.

Fees

Nursery Education Funding (NEF):

We are in receipt of NEF for all three and four year old and for entitled two year olds. Funding is available following your child's second or third birthday accordingly. NEF will fund 15 hours per week for a limited number of hours per term.

Rate:

The individual hourly rate is currently £4.25 and is subject to review by the management committee annually.

Joining Fee:

Once a parent has accepted a place for their child we ask for a joining fee which is currently £15.00. This covers the cost of an art bag and a choice of sweatshirt or t-shirt. The joining fee is subject to review by the committee each year and is non-refundable.

Should you experience difficulty in making this payment please speak to the managers who will be happy to discuss alternatives.

Sickness/Holiday during term time:

If a child is absent due to either sickness or holiday the fees will remain in place.

Bank Holidays:

As the preschool is closed on bank holidays fees will not be collected for these days.

Payment of fees:

Invoices are issued at the beginning of each term and are to be paid within 14 days of the date of invoice.

Payment should be made in full and can be paid by directly into our account via internet banking, by cheque or cash.

Cheques are to be made payable to Pewsham Preschool Ltd. A receipt will be issued for all cheques and cash paid at the setting.

Payment difficulties:

Should a problem arise concerning payment of fees parents must talk to the preschool manager or administrator as soon as possible to come to an agreed payment plan confidentiality will be assured.

Late payment of fees:

Fees should be paid within 14 days of the invoice date. If payment is not made within this timescale a reminder will be sent to the parent/carer.

If payment is then not made within the next 14 days, or contact made to discuss the matter with us, a further reminder will be issued.

For children receiving the Nursery Education Funding, in addition to parent funded places, the child will only be able to remain at preschool for the Nursery Education funded hours.

Returned Cheques:

In the event of a cheque being returned unpaid we will contact the parent concerned. An alternative payment is to be made including any fees we may be charged by our bank for accepting the cheque.

Childcare Vouchers:

We accept childcare vouchers, should you wish to use these please discuss with our preschool administrator when your child starts with us.

Notification of Leaving

You are required to provide us with at least one month's notice of withdrawing your child. If insufficient notice is given you will be responsible for the full fees for your child for one month from the date of notice. Please refer to our terms and conditions for full details.

A final invoice will be issued reflecting the fees chargeable for the remaining period that your child attends - together with any previously invoiced amounts which remain outstanding.