

West Hallam Village Pre-School

Fees Policy

The Pre-School academic year is over 39 weeks. Voucher funding is received for 38 of these 39 weeks, where the Pre-School is open to children. The remaining week is then distributed over the academic year as 5 inset days, when we are closed to children and NO voucher funding or session payments are received.

- Parents will be charged from the first session attended by their child.
- An administration fee will be charged to all new starters, except for those new children who immediately receive voucher funding.
- All other costs will be asked for as a voluntary contribution. It is requested that a voluntary contribution of a suggested amount, be made towards the provision of healthy snacks per half term.
- Session fees must be paid in full if a child is off ill or on holiday. Parents will be required to sign to confirm the reason for absence.

Invoices are sent out to all parents at the beginning of each half term for the full amount due, which is payable within 14 days of receipt. A payment reminder system is in place with the first letter being sent out 21 days after the invoice date. Subsequent payment reminders are then sent at 7-day intervals.

Extra sessions over voucher funded hours will always be charged at the standard session rate.

Four weeks' notice of a child leaving is required. Parents not giving 4 weeks' notice will be charged for the four weeks. The notice period required can include school holidays. There is no notice period required for children receiving full voucher funding.

If a parent is having difficulty paying their fees, they will be referred to the Powtrell Trust and/or a suitable payment plan will be put in place.

The preferred method of payment for fees is by online banking, however we can also accept cheques. Cash will be accepted by agreement with the Committee.

This policy was adopted at a meeting of West Hallam Village Pre-School Committee.

Held on (date)

Signed on behalf of the Pre-School

Chairperson Karen Pilkington

Content amended: 1 January 2019

Reviewed annually on: