

All Saints Pre-school



Payment of Fees, Charges and Late Payment Policy

Our fees are currently £11.25 per 2 ½ hour session, £13.50 per 3 hour session and £22.50 per 5 hour session. This equates to £4.50 per hour.

On completing an application form for attendance at our Pre-school, we do request a registration fee of £10. On starting with us, we will then issue your child with an All Saints Pre-school sweatshirt, the cost of which is £10. This registration fee is applied to non-funded children and EYE children. However, if the EYE funded child does not require a sweatshirt the registration fee will be returned to the parent. Fees for non-funded children will not be returned and a sweatshirt will be given.

You will be required to sign a disclaimer on the registration form agreeing to pay for any fees incurred. You will be receiving an invoice before the invoiced month begins, which will need to be paid for on the first day of the month. You will be paying your fees in advance. If the fees have not been paid for in advance, then you will be asked to take your child home until the fees are paid. You will still be charged if your child is not attending the session.

Fees continue to be payable whenever a child is absent from Pre-school; whether it be for unexpected illness or a planned holiday. If your child is funded and you have absences and holidays in term time, you could be liable to pay the funding back for the days that your child has not attended. This is at the discretion of Hampshire County Council.

In cases of prolonged absence, the parent should consult the committee about fee payment.

Fees are payable either by cash, cheque, childcare vouchers (if applicable), with an HMRC account (see the Manager) or via bank transfer.

Each child's attendance is conditional upon continued payment of fees and/or EYE funding.

Should fees remain in arrears, we may have to resort to legal measures to reclaim the money owed.

When your child starts with us we agree, with you, the days your child attends. You will be given the opportunity to change these sessions at the end of term, only. If your child's agreed session falls on Sports Day, Party Day or outings, you must still pay for the session, even though some children may be invited in to attend, free of charge.

This policy was adopted by All Saints Pre-school

Review date	Reviewed by	Changes
23 rd October 2019	Manager	Change in 3 hour session rate Shows hourly rate
8 th October 2020	Committee	Charges in relation to isolation of a Covid-19 outbreak at pre-school (paragraph 8)
21 st October 2020	Manager	Registration fee charge (paragraph 2)
28 th June 2021	Manager	Agreement to pay for non-funded or additional sessions.(paragraph 3) Pay via bank transfer (paragraph 4)
25 th April 2022	Manager	Removed the paragraph re not charging for Covid-19 absences
5 th December 2022	Manager	Increase in fees from January 2023

