



FEES POLICY

Policy Statement

Our pre-school is a charity and as such, our aim is to run our finances at a suitably sustainable level. We do not aim to make a large profit but to develop a healthy surplus in order to maintain our building, enhance our stock of equipment and to retain contingency funds. Fees are set at a reasonable level in order to fulfil the above objective and are broadly in line with the government funding we receive from Brighter Futures for Children. Fees are reviewed annually. The Committee takes full account of financial commitments throughout the year.

Fees as of September 2024

Lunch Club	£3.10 (parents also to provide a healthy packed lunch)
Funded 3 Hour Session	£0.00 (free 15/ 30 hours funding funding)
3 Hour Session	£18.60 (unfunded 3 – 4-year-olds)
3 Hour Session	£25.00 (unfunded 2-year-olds)

For funded 3 and 4 year old children, we also kindly request a voluntary contribution of £15 each half term. These donations are entirely voluntary and provide our pre-school with valuable additional income to help fill the gap in funding and running costs.

Collection of fees

When a place at pre-school is accepted, the parent agrees to pay the relevant fees by signing the registration form. Fees are payable in the first two weeks of each half term. If fees have not been paid after this time, the child's place could be re-allocated

We appreciate that if a family is experiencing financial difficulty, it may be hard to make complete payment in one instalment. In such situations, and on a case-by-case basis, the Pre-School Supervisor or Administrator will negotiate payment in alternative instalments. If fees are not paid as agreed, the following procedure will apply:



FEES POLICY (continued)

1. The Pre-School Supervisor or Administrator will make a verbal request for payment by an agreed date.
2. If no payment is received, the Pre-School Supervisor or Administrator will ask for payment in writing, noting that the child's place could be withdrawn if payment is not forthcoming by a particular date.
3. In the event that payment is still not received, we will reluctantly withdraw the child's place.