



FEES POLICY (non-funded)

Teston & Wateringbury Preschool is a non-profit making charity – registered charity no: 1162154. The following fees are payable by those who wish to send their children to our pre-school:

Registration Fee

A non-refundable registration fee of £30 per child is payable for all children which must be paid at the time of registration. On receipt of this registration fee your child will receive one of our preschool T-shirts. This will be supplied to your child on their first day.

Consumable Fee

We have a voluntary consumable fee of £1.00 per session which is payable at the start of the new term. The consumable charge is to cover items which are not covered by government funding from the local authority such as mid-morning snack provided by the pre-school.

Session Hours/Fees:

Our opening hours are 09.00am – 2.30pm with a ½ hour lunch break. We do not offer funding over the lunch period so there is a £4 daily charge for half an hour childcare, children will need to bring a packed lunch.

In addition to this we also offer an early morning drop off from 08.30am at £4.00 and can be booked via Tina Driver, Jo Jordan, or Anna Lomas.

Until your child's place is funded, the fees for 3 year olds are: -

Early drop off (08.30am – 9.00am)	£4.00
Morning Session (09.00am – 12.00pm)	£23.25
Full Day (09.00am – 2.30pm)	£42.63

For 2-year old's the fees are: -

Early drop off (08.30am – 9.00am)	£4.00
Morning Session (09.00am – 12.00pm)	£24.75
Full Day (09.00am – 2.30pm)	£45.38

The Trustees review the pre-school fees annually.

The pre-school invoices parents accordingly at the beginning of each half-term.

Absences:

Fees continue to be payable if a child is absent due to sickness and holidays. Re-arrangement of missed sessions will be at the discretion of the Manager and subject to the availability of places.

In cases of prolonged absence – more than four weeks – parents should contact the manager about fee payment.

Closures:

Should the pre-school be unable to open due to bad weather or any other unforeseen circumstances parents will be offered alternative sessions.

Notice:

A minimum of a half-term's written notice is required to end your child's place. In lieu of this notice, the half term's fees will be payable. Parents' sign a form to this effect when their child is offered a place at pre-school – **see ADMISSIONS POLICY**

Difficulties with fee payment:

If a parent/carer has any problems regarding the payment of fees, they must immediately contact the Manager. Alternative payment arrangements may be possible at the discretion of the Manager.

Late or non-payment of fees:

Fees are payable as directed on the invoices. We will advise parents when fees become overdue and work with them to resolve any financial difficulties – *see above*. In the exceptional case of fees remaining overdue for a prolonged period we reserve the right to withdraw the child's place from pre-school. This action would only be taken as a last resort. In such a case we would also give the parent/carer one week's written notice.

We pride ourselves on establishing good relationships with the children's parents/carers and we will always do our utmost to find a mutually acceptable solution to payment problems.

Free places:

Occasionally, the pre-school is made aware that a family is experiencing financial difficulties. In certain circumstances we may award a Free Place. This is conditional upon reviewing the situation on a termly basis, being notified immediately of a further change in circumstances and withdrawing the free place if our own funding situation does not permit this or if there are no spare places. In such circumstances we will endeavour to give the parent/carer as much notice as possible.

It is the pre-schools sincere intention to be equally welcoming to all and to offer adults and children an equal opportunity.

Once your child becomes eligible for Free Early Education our 'Fee Policy (funded)' then applies

**Refer also to:
ADMISSIONS POLICY**