



## **Fees Policy**

Fees are payable half-termly or termly in advance. Fees must still be paid if children are absent without notice for a short period of time. If your child has to be absent over a long period of time, please discuss this with the Preschool Manager.

For your child to keep her/his place at the setting, you must pay the fees. We are in receipt of nursery education funding for three and four year olds. In some cases funding is available for 2 year olds; where funding is not received, then fees apply.

Grant hours can be used for standard Preschool sessions and for wraparound care, however grant hours cannot be used for lunch club (11:45 – 12:15) and parents will be invoiced accordingly for this.

If grant hours are used in whole or part for a wraparound care session, a meal subsidy is payable.

It is not possible to claim for more grant hours than your child is attending our setting e.g. you cannot claim 15 grant hours per week if your child only attends this setting for 12 hours per week.

If a child is eligible for grant hours, and attends a variety of sessions (e.g. standard pre-school sessions and wraparound care), we will allocate grant hours in the most economical manner for parents / carers as far as feasibly possible.

Please note that the Council allocation of grant hours per term is not always equal to the actual length of the term. For example, the grant allocation may be for 12 weeks but the term may be 13 weeks in length. When this is the case, sessions which are not covered by grant funding will be payable by parents/carers.

Grant funding cannot be spread over a greater number of weeks than the Council allocation for that term.

If your child no longer requires his/her place, or you wish to reduce your child's sessions, we require a half term's notice, and fees will still be payable in the notice period, unless we can fill the space immediately.

Parents/carers are jointly and severally responsible for the settlement of invoices. In the event of separation or divorce, they should immediately contact the Preschool Manager and jointly notify

their intentions over responsibility for payment of outstanding and future fees. Joint and several liability means that Brereton Preschool can pursue the parent/carer they choose for settlement of invoices.

If fees are not paid in full within one week of the invoice due date, an email/text reminder will be sent. If payment remains outstanding after a further seven days, a late payment fee of £20 will apply. If fees remain unpaid, the child may lose their place, and we reserve the right to refuse to admit further siblings.

If parents/carers have any queries or are for any reasons struggling to adhere to the terms of our fees policy, please speak to the preschool manager as soon as possible. We will always endeavour to work together to find a mutually acceptable solution.

**Date of policy approval**

**Sept 2018**

**Date of policy review**

**Sept 2019**