

10.3 FEES POLICY

The level of fees will be set periodically by the Windmill Preschool committee and be reviewed in light of the settings financial position, its future strategic plans and any other broader economic or social considerations deemed relevant. Fees are reviewed annually at the discretion of the Windmill Preschool committee.

Schedule of fees

Voluntary Administration Deposit	£10.00
Children aged 2 years	£4.50 per hour
Children aged 3 years or more	£4.50 per hour
Additional sessions above agreed hours	£4.50 per hour

- If your child attends 2 different settings or takes up more than the 15 funded hours then we will charge an hourly rate in line with Government funding from Essex County Council and we follow all guidelines provided by Essex County Council regarding funded provision.
- A voluntary non-refundable administration fee of £10 is required with your application form.
- Payment of fees should be made for each half-term in advance and parents will be issued invoices accordingly. We request that payment is made within two weeks from receipt of your invoice.
- If payment is not made during that time then a reminder is made.
- If the fees continue to remain unpaid, the preschool will notify the parent/carer in writing and request payment at the earliest possible opportunity.
- The preschool has the right to issue a formal warning to the parent/carer to inform them that continued late payment will result in their child's place being forfeited.
- If fees are persistently paid late or not at all with no explanation, we will be forced to terminate that child's place.
- Individual payment arrangements can be made between the committee and the parents/carers if required. Please speak to the Setting Manager in the first instance. We will be sympathetic to special requests regarding payments where possible. Parents/carers wishing to negotiate this or any other alteration to the standard fees policy should initially speak to the Setting Manager, it may be necessary to arrange a meeting with the committee Chair or Treasurer thereafter.
- Parents/carers are encouraged to speak to the preschool or committee chairperson if they have any query about the fees policy or if for any reason they are likely to have difficulty in making payment on time.
- In the event of emergency closures (see Emergency Closure Policy) we can only offer a refund of fees if the hall is closed for two or more consecutive days.

This policy was adopted at a meeting of the pre-school held on (date).....

Signed on behalf of the pre-school..... (Chairperson)

Next Policy Review February 2018