



FEES POLICY

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

There is a non-refundable registration fee of £20 for each child 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.

Nursery Funding:

Every three year old (from the term after their third birthday) is entitled to nursery education funding for up to 15 hours per week for 38 weeks of the year. This funding is paid by the local education authority and continues until the child starts at primary school. We are also able to offer extended funded hours for eligible families under the 30 hour scheme and advise parents/carers accordingly.

In order to obtain the funding parents must complete an attendance declaration form for each funding period and return it to the manager by the deadline given in order to qualify. These are given out at the appropriate time by the pre-school.

We are registered to accept the 'free for 2' funding and advise families this is available and where to go to take advantage of it.

Session Fees:

Teston and Wateringbury Preschool reserves the right to charge fees for any session not paid by nursery education funding.

Until your child's place is funded, or to cover extra sessions the fees for 3 year olds are:-

Morning Session	£15.00
Full Day	£30.00

For 2 year old's the fees are:-

Morning Session	£16.75
Full Day	£33.50

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.

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.

Refer also to:**ADMISSIONS POLICY**