

## 10.2 Fees

### Policy Statement

At our pre-school we believe in open communication with all parents/carers and staff and are therefore presenting this fees structure in order to ensure that everyone fully understands our charging. Our fees are fully inclusive of all drinks and snacks. We are open for 38 weeks per year closing on Bank Holidays.

### Policy and Procedure

**Fees:** are payable monthly in advance, in accordance with the rates in force at the time. Fees are reviewed annually, in March/April of each year, and are implemented in September. Any changes to current rates will be advised in writing.

Sessions are currently charged at £16.50 (as at September 2019).

	From Sept 2019
Full Day (6 hours)	£ 33.00
Morning Session (3 hours)	£ 16.50
Afternoon Session (3 hours)	£ 16.50

**Late payment:** Fees are to be paid within 2 weeks of the invoice date. If you are experiencing financial hardship please speak, in confidence to the Manager so that alternative payment arrangements can be made. If without negotiation, fees are not settled by the end of the term, we are left with no alternative but to withdraw your child's place. Children in receipt of the 15hrs Free Entitlement will be unable to access any additional fee paying hours until outstanding fees are settled. All fees must be paid in advance. If fees are not paid by the date specified, following two reminders, the matter will be passed to our trustees and may be escalated further.

A term's notice and fees are required if a parent wishes to take the child out of pre-school.

**Illness/Absence:** No refund will be given in the event of a child's absence due to illness, holiday or any other reason.

**Closures:** Should the pre-school be unable to open due to bad weather or any other unforeseen circumstances, parents will be refunded for a chargeable session or have it discounted from their next invoice. Should closure need to take place part way through a session, a refund will not be given in this instance.

**Free Early Education:** The pre-school is registered to receive KCC funding for 3 & 4 year olds when eligible. Please see a current copy of the prospectus for up to date details on when a child becomes eligible for funding. You can access all your 15hrs Early Years Free Education without anything extra to pay by attending 5 x 3 hour sessions per week.

**Extended Entitlement:** 30 hours of free early education is available for parents who meet the income criteria set by the government. It is the parents responsibility to apply for this and provide their eligibility code. Parents must also reconfirm their eligibility when prompted (via

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text or email) by HMRC (every 3 months). If codes become invalid then fees for sessions will be payable.

The Termly Deadlines to verify parents eligibility code are:

31 August (for a September take up)

31 December (for a January take up)

31 March (for an April take up)

Parents must re-confirm your eligibility every three months.

**Free for 2:** Free education is available to all eligible 2 year olds (in line with our admission policy) please speak to the administrators in the office for more details or visit [www.kent.gov.uk/freefor2](http://www.kent.gov.uk/freefor2).

**Payment Methods:** Invoices can be settled via online banking. We also take most Nursery Vouchers please ask the office for details.

Failure to comply with the above conditions may result in the child's place and that of any sibling(s) being forfeited at the discretion of the Trustees.

This policy was adopted at a meeting of	Poplar Pre-School (CIO)
Held on	<hr/> 28th April 2021
Date to be reviewed	<hr/> 28th April 2022
Signed on behalf of the provider	<hr/>
Name of signatory	<hr/> Ling Yip
Role of signatory	<hr/> Trustee
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**\* Also this document was agreed via zoom meeting as we were unable to hold our usual AGM due to the Covid-19 virus.**