



Pricing Policy

Date reviewed: 28.01.2022

Date updated: 12.07.2022

Policy statement

We believe in open communication with our parents and staff. We set our prices and charges at a level to maintain the sustainability of the group whilst at the same time endeavoring to keep them as low as possible. This pricing policy is presented to ensure that all adults connected with the group fully understand our charging structure.

Our prices are set out in our Schedule of Charges which is displayed on the noticeboard in the village hall. A copy is also available to any parent on request.

Procedures

- A **registration fee** is payable on receipt of a completed registration form for children not yet eligible for Early Years Free Entitlement (EYFE). This is to cover the costs of preparing the initial paperwork and arranging a visit to the setting. Only one registration fee will be charged where, for example, siblings are registered at the same time.
- Where a registration fee has been paid for a child to attend prior to them being eligible for funding, but then the child's start date is deferred until they are funded, a refund will be paid for the registration fee at the point of entry.
- A **session fee** for each 3-hour session is charged for:
 - all children who are not eligible for the EYFE
 - any extra sessions booked during the term
- We will charge fees at the rate per session at our normal session rate:
 - where part or all of a child's EYFE entitlement is used at another setting
 - if a child does not fulfil the minimum attendance requirements and funding is withdrawn by the council
- Invoices are issued to parents at the start of each term for that term's fees.
- Parents must pay the balance in advance of their child attending Pre-school. This amount will be shown on the reminder statement as the amount paid, with a running total.
- Payment can be made by cash or bank transfer.
- If a cheque is returned to us by the bank marked 'unpaid' any bank charges arising are to be reimbursed by the parent/guardian.
- We accept childcare vouchers and, where necessary, supplementary payments are to be made by cash or bank transfer.
- **Payments need to be received monthly, on the 1st of each month, half termly or in full but must be in advance.**
- **Any parent who has a query regarding fees or difficulty in paying should contact the Administrator, Practice Manager or Chairperson in the first instance. Any information discussed will be treated in strictest confidence.**
- **If a payment plan is put in place to clear arrears it must be adhered to with no exceptions. Any default in the payment plan will result in your child being unable to attend Pre-school at the following session and they will be unable to attend until the arrears have been bought up to date.**
- **If payment is not received in advance and no payment plan is in place and no attempt to contact the Pre-school to discuss outstanding fees has been made, then your child will be unable to attend Pre-school at their next session and foreseeable future, until payment has been made.**
- **If a payment is not received and no payment plan has been set up a charge of £10.00 will be applied to the balance due to cover administration costs for the work involved in chasing the payment (Issuing letters/ sending emails, text or making phone calls)**
- Fees are due in advance and are payable even if the child cannot attend due to holidays, sickness, 'snow days' or short notice due to unforeseen closure of the village hall, where we have no alternative but to close Pre-school funding will still be claimed for these sessions, in order to cover staff costs who will continue to work on those days for training, updating children's records and preparing for parent consultations. The only exception to this is if a

child is admitted to hospital. The committee will consider an individual written request if any other circumstances arise where a parent feels a fee refund is due.

- Parents of a child starting school in September on a staggered intake who wish their child to attend Pre-school until their school start date and receive dual funding from Milton Keynes Council. If this funding is withdrawn by Milton Keynes Council, then you will be invoiced during the preceding summer term and that invoice must be paid by the end of the summer term before a place can be confirmed.
- There is a chargeable **28 working days' notice period** if a child is withdrawn or if a place, once accepted, is not taken up. Notice must be given by the parent/guardian in writing.
- In accordance with our Uncollected Child Policy, we reserve the right to make an **extra charge for late collection** of children at the rate of a session fee for every 15-minute period, or part thereof, after 12.15pm, 1.15pm after lunch club or 3:15pm after an afternoon session. This is to cover staff overtime costs that we will incur.
- We normally arrange a **summer term trip** for children accompanied by their parent/carer. If funds allow, this trip is subsidised by Pre-school, but we make an extra charge to cover part of the cost of transport and entry fee. We will endeavor to inform all parents well in advance of any trips which will incur an extra charge. Pre-school will normally be closed when such a trip is taking place.
- There is a **voluntary** contribution of **£20.00** payable annually. This helps to cover drinks/snacks, fresh fruit, cooking ingredients and general consumables. We request this to be paid before the start of term 1.

This policy was reviewed and updated by Hanslope Pre-school on 28/01/2022

Date to be reviewed 1st September 2022

Signed on behalf of Pre-school

.....Dwatson.....

By Debbie Watson – Chair Person



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www.hanslopepreschool.org

Schedule of Charges

Registration Fee (For children not yet eligible for Early Education Funding)	£10.00
Session Fees:	
2-year-olds (Morning or afternoon)	£15.00
3 & 4-year-olds (Morning or afternoon)	£14.00
Early Education Funding:	
2-year-olds	£16.35 per session / £5.45 per hour
3 & 4-year-olds (From the term after the child's 3 rd Birthday)	£14.40 per session / £4.80 per hour
Lunch Club	£4.68
Late Collection Fee (For every 15-minute period or part thereof, after 12:15pm (morning session), 1:15pm (lunch club) or 3:30pm (afternoon session))	£14.00
Administration Fee (Overdue fees etc.)	£10.00