



POLICY ON FEES

Bledlow Pre-School Fees for Academic Year 2016/2017 - £5.50 per hour.

Session runs from 9.15am – 12.15pm – 3 hours

Tuesday and Thursday with afternoon sessions run 9.15am – 2.15pm

School Starter Club Sessions (summer term only for school leavers) – 9.15am – 1.15pm

Cost of a Morning Session – (£5.50 x 3) = £16.50

Cost of a Morning and an Afternoon session – (£5.50 x 5) = £27.50

Cost of a Morning and a School Starter session (£5.50 x 4) = £22.00

No fees whatsoever will be charged for the first 15 hours of attendance for children from the term after their third birthday, provided we can claim FFE on their behalf (and assuming they have not used up any of their allocation at other settings).

Fees will be charged to those children who are too young to claim their Flexible Free Entitlement (FFE) funding and to all children for any hours attended over the 15 hours per week to which they are entitled.

Bledlow Pre-school will keep its fees in line with the hourly rate of FFE provided to over threes, but does reserve the right to charge a slightly higher rate to under threes to reflect the extra staff ratios required for two year olds.

For those children who are under 3 and wishing to start in January or April we ask for £150 deposit at the time of accepting a firm offer of a place. This will be deducted from the first invoice for fees as long as the child takes up the place. If the place is not taken up the deposit will be kept by the pre-school as a small compensation for the income lost. No deposit will be charged for the children who are over 3 at the time of making the offer and who will be claiming FFE.

We ask that, once you have accepted a place for your child, you don't ask for a change of days during the term unless there are extenuating circumstances (e.g changing jobs, moving house). This prevents places becoming empty mid-term which affects our sustainability and running costs.

ADMISSIONS GUIDANCE FOR DEFERRED ENTRY PLACES

If your child's agreed start date is not the first day of term in September there is a returnable deposit of £100 to pay in addition to the usual £50 deposit when you accept a place for your child. All deposits will be refunded at the end of the first term of attendance in a lump sum or you can choose to receive the money as a reduction in the total fees payable for the first term.



Your deposit will not be refunded if you do not take up the place reserved for your child on the date agreed. This will cover a small proportion of the costs incurred by pre-school in keeping the place empty for your child.

PROCEDURE FOR THE PAYMENT OF FEES

Fees should be paid in advance and parents/guardians should not get into arrears with payment of fees. Fees are still to be paid if the child is absent.

We hope that if parents/guardians have problems in paying the fees for their children who are too young to qualify for nursery education funding, that they will speak to us immediately, so that we can come to a mutual agreement about how the fees are to be paid.

Parents/guardians are billed termly for their children's place at pre-school and are offered a number of alternative payment arrangements, to make payment as easy as possible. Normally they will pay for a term or half a term in advance. In the unlikely event that payment is not received on time the following procedure will be followed:

- Two weeks after initial billing a reminder letter will be sent out to ask for full payment of fees.
- If payment is not received four weeks after the reminder letter, the chair will request a meeting to discuss payment and warn of the potential loss of the child's place at pre-school if non-payment continues.
- If payment is received following the meeting the situation will be monitored monthly and if non-payment again becomes an issue, a second meeting will be arranged.
- If, however, after a period of two weeks following the meeting, no payment has been received, the child's place will be offered to someone on the waiting list. The non-paying parent will be informed of this through a letter.

Where a special arrangement has been made, weekly payments can also be accepted, as long as each week's payment is received on the first day the child attends in that week. If payment is not received on time:

- A polite note will be given to the parents to make it clear that a payment has been missed.
- If this is not corrected at the beginning of the following week, the chair will request a meeting to discuss payment and warn of the potential loss of the child's place at pre-school if non-payment continues.



- In the unlikely event that the non-payment of this debt continues to be a problem into the third week, pre-school will refuse to take the child until the debt is cleared, and will allow a further two weeks for this to be resolved, before offering the place to a child on the waiting list. The parent will be informed of this by letter.

Any outstanding debts may be taken to the Small Claims Court, if the measures above have not been successful.

A full half term's notice is required if you wish to leave the Pre-School. We reserve the right to charge the next term's fees if less than a half term's notice is given and the place remains unfilled.

This Policy was adopted by Bledlow Pre-school Committee on: 29th June 2016