



## 10.14a Fees Policy – from September 2025

### Policy statement

Parents/Carers will receive invoices in advance of the half term showing amount due and by what date the fees must be paid.

### Schedule of Fees:

#### Hourly Rates:

Younger Group: 2 year olds until the end of the term in which they turn 3: £7.58 per hour.

3 year olds from the term **after** their 3<sup>rd</sup> birthday: £6.84 per hour.

Older Group: (3–4 year olds) £6.84 per hour.

Additional Sessions above agreed hours will be charged at the same hourly rates.

Late collection fee: We reserve the right to charge a late collection fee of £20 for the first 15 minutes and £10 every five minutes thereafter.

Late payment fee: £5 per week for payments not made by the invoice due date.

### Other Fixed Charges and Optional Additional Charges:

Please see the below table which details the sessions in which Fixed and Optional Additional Charges are applied. We offer funded hours between 8.30am – 3.00pm during term time.

Session	Time	Funding allowed	Charges
Early Start	08.30 - 09.00	Yes	£1.50 optional per session
AM	09.00 - 12.30	Yes	£1.50 optional per session
PM	12.30 - 15.00	Yes	£1.50 optional per session
After Preschool Club	15.00 - 16.00	No	£10.50 per session fixed

### Optional Additional Charges:

#### Early Start

Optional additional charges are applied on top of funded hours or hourly fees.

Breakfast is included during early start. A minimum of 4 children must be booked into these sessions for them to be offered.

#### Morning and Afternoon

These optional charges support the preschool in covering the costs of providing healthy snacks; enhancing preschool provisions such as Forest School, cooking ingredients; special occasions/celebrations throughout the year such as, visitors, experiences bought in, Christmas party, Community Day and leavers party, etc, that is not covered by funding.

Parents can choose to opt out of these charges if you do not wish for your child to have these additional provisions.

### **After Preschool Club – Fixed Charge**

After Preschool Club has fixed fees which cover the cost to open for a small number of children receiving a high ratio of teachers to children, the cost of utilities/being open, as well as the foods and activities offered during this time. It includes a healthy snack. A minimum of 4 children must be booked into these sessions for them to be offered.

### **On your registration form, you will have the following options:**

*I am able to support the preschool by paying the optional additional charges for my child's booked sessions. If my circumstances do not allow, and I receive an invoice with optional additional charges that I am unable to pay, I will notify the preschool by email before the fee due date.*

**OR**

*I am unable to pay the optional additional charges for my child's booked sessions and understand that my child may not be able to take part in enhancement activities.*

If, on your registration form, you opted to support Preschool by paying the optional additional charges, but receive an invoice with optional charges that you are unable to pay, please notify preschool by email to [info@charminsterpreschool.co.uk](mailto:info@charminsterpreschool.co.uk) **before the fee due date** to enable us to book activities and order materials and food for the appropriate number of children.

If optional charges have not been paid by the due date, it will be at the discretion of preschool if your child is to be opted out of the food provisions and enhancement activities that are not covered by funding and/or fees during the relevant session(s) that the optional charges apply to.

After the due date, any payments made for optional charges to opt your child in, will be checked on each Monday during term time, meaning your child will receive the food provisions and enhancement activities from the following week.

### **All fees must be paid in advance BEFORE the end of the previous term/half term or in accordance with the Payment Plan Schedule.**

All payments should be returned in an envelope with the **Remittance slip** and handed to the Pre-school Leader, Deputy Pre-school Leader or the Administrator. It is the responsibility of the parent/carer to advise the staff member that they are making a payment, and a receipt will be provided in due course. The Administrator will process the payment and pass it to the Accounts Administrator. Parents/carers may request a receipt or confirmation email for any other payment (cheque, voucher or BACS) at the bottom of the Remittance slip.

### **Payments are to be made by cash, cheque, voucher or BACS by the invoice due date.**

If this system proves difficult then the issue should be raised with the Administrator, Pre-school Leader or Treasurer, who may seek approval for alternative payment terms from the Management Committee. If a Payment Plan is approved by the Management Committee, the parent/carer must sign the Payment Plan Agreement and abide by its terms.

The fees, per hour, will be reviewed and agreed by the Management Committee annually, but we reserve the right to review them at other times as necessary. Parents/carers should

anticipate an annual increase in fees to reflect the needs of the setting at that time in line with increases in our costs and expenditure. All parents/carers will be notified in advance (via email, newsletter or letter), of any increase in fees.

## Procedures

Charminster Pre-school does not charge for sessions missed for the reasons stipulated below; however, **it is the responsibility of the Parent/Carer**, not the Pre-school staff to inform the Administrator of the sessions missed and to request a credit.

- 1) **Illness:** Children suffering from the following contagious diseases must not attend Pre-school as long as they are infectious, and therefore sessions missed due to these illnesses are exempt from payment:

Chicken Pox	German Measles	Mumps	Scabies	E. coli
Measles	Whooping Cough	Impetigo	Swine Flu	

- 2) If a child has a hospital appointment, then fees will not be charged for the session missed as long as an appointment letter is shown as evidence.
- 3) The Administrator should be notified in writing if a child is absent for any of the above reasons. Sessions missed for any reason other than those listed above must be paid for.
- 4) Invoices are generated based upon children's booked regular sessions for the full half term. Where a child is new to setting, any regular sessions missed due to settling in, will be refunded in the following half term's invoice.
- 5) Due to our charitable status, fees will **not** be refunded in the event that the Pre-school has to close due to bad weather or other reasons specified in the Emergency Closure Policy.
- 6) **No child will be able to attend any unfunded sessions without payment in advance.** Payment may be made in full or in payment plan instalments if the relevant paperwork has been submitted and a payment plan has been approved by the committee. If an instalment is missed the child may attend the sessions already paid for, but all unpaid and unfunded sessions may be withdrawn with immediate effect after this.
- 7) Persistent failure to pay outstanding fees will result in the child's unfunded sessions/hours being withdrawn. Re-admission to Pre-school will then be dependent on outstanding fees being paid in full and the availability of sessions.
- 8) If a cheque is not cleared by the bank, then the cost of the bank charges will be incurred by the parent/carers.
- 9) Any outstanding fees may be sought through the small claims court.
- 10) In cases of difficulty parents are advised to discuss the matter at the earliest opportunity with the Administrator, Treasurer, Chairperson or Pre-school Leader.
- 11) **Notice in writing of one month is required if places at the Pre-school are no longer needed.**

Updated: May 2025