

FORT FEDERATION

Friendship for all, One vision, Readiness to learn and Trusting in God

The Lord is my rock, my fortress and my protector

2 Samuel 22:2

Pre-school Fees and Charging Policy

Policy Review Date: 25th November 2020

Reviewed by: Resources

Noted revisions: None

Next Review Date: Autumn 2021

Signed by the Chair:

Date:



Living, loving and learning forever:
becoming the best
as we journey together

**The policies of this Federation have been developed from our vision.
Our belief is that our policies seek to create inclusive, holistic
environments based on Christian values linked to British shared values
where all adults and children can flourish.**

Pre-school Fees and Charging Policy

At the Fort Federation we aim to make our Pre-schools accessible to as many families in the community as possible and therefore aim to ensure our fees are as competitive as possible. However, we rely on prompt fee payments to be able to meet our running costs and to provide equipment and resources for the children who attend. Therefore the following policy will apply:

Fees: (From September 2020)

- £4.20 per hour
- Lunch can be provided by the caterers at an extra charge of £2.00 should your child/ren be staying all day

Registration charges:

- There is no registration fee for Fort Federation Pre-schools.

Payment:

- All parents/carers will receive an invoice by the beginning of the first week of each half term.
- Fees can be paid in full during the half term.
- Payment for all fees can be made by Parent Pay, tax free childcare or childcare vouchers. Please let the office know how payment will be made so that we can help guide parents/carers through the process.
- Once a child has begun at either Pre-school fees are payable for all sessions **regardless of attendance**. Therefore fees are still due for sessions missed due to sickness or holiday.

Charges for visits and shortened sessions:

We encourage parents to visit the chosen Pre-school with their child prior to the child starting with us. There are occasions when a child's keyperson may suggest shortened sessions when a child first starts with us. In these circumstances the following charging policy will apply:

- For visits with parents or carers there will be no charge.
- We can offer 2 days settling in sessions, after which the parent/carer will be charged.

Late Payment:

- A 10% administration charge will be automatically added to all bills outstanding after 30 days.

We understand that some families may face genuine hardship in paying fees. We ask that, in these circumstances, parents or carers speak to Julia Denning (Finance Officer) in confidence immediately, as it may be possible to arrange a flexible payment plan.

Notice Period and Conditions:

- 4 weeks' notice is required if a child is to leave Pre-school.
- If 4 weeks' notice is not received then 4 weeks fees will be charged in lieu of notice.

Funding

We are registered to provide the free entitlement to Early Learning and Childcare and will meet our statutory obligations in this respect.

Please also see Pre-school Admissions Policy

This policy will be reviewed and updated annually or if it is necessary to amend the hourly charges.

Please note that attendance to Pre-school does not automatically enroll the child in school. The parent/carer must still apply as normal through the local authority.