



Payment of fees policy

This policy was adopted by the Kingswood Pre-School Group on 18/04/2017

Policy review date: 18/04/2018

Signed:----- Date:-----

(Emma Austin – Chairperson of Kingswood Pre-School Group)

EYFS key commitments

Information for parents and carers – 3.73

We aim to collect sufficient fees from parents/carers and from the government (through the Free Early Education scheme) to cover most of our running costs, fixed and variable. We do not intend to make a profit. As a registered charity we will meet any outstanding costs by fundraising and donations.

Policy statement

Kingswood Preschool is committed to providing a fair and open admission system that offers competitively priced and good value service.

As a registered OFSTED group we are eligible to apply for the free funded places for children of the appropriate age.

Current fees

These fees apply to hours taken above and beyond the 15 hours Free Early Education entitlement, or for children who do not yet meet the age criteria. Also for 2 year old children who do not meet the criteria for funded sessions through the Free For Two scheme.

3 hour session - £15.00

30 minute lunch club - £3.00

Parents will be notified in writing of any increase in fees a term in advance (6 weeks).

Payment of fees

The following structure has been agreed by the Kingswood Preschool committee, with regards to the payment of fees, including the lunch club.

1. Parents will be issued with an invoice for the term ahead for their child. This will be emailed to parents by the first day of term at the latest. This invoice will state that payment should be made to the preschool within 14 days.
2. Parents with outstanding invoices at the end of the 14 days will be issued a reminder email. This will state that it is a reminder invoice and that it must be paid immediately.

3. If the reminder invoice is not paid immediately a flat fee of £10.00 will be added to the child's account (and added to the following term's invoice).
4. If full payment is not made by the end of the third week of term parents will receive a letter stating that their child cannot attend any paid sessions until payment is made. If the child is entitled to free hours they can attend for those hours but must not attend any paid sessions, including lunch club, until the invoice is paid. The sessions the child can and cannot attend will be made clear on the letter.
5. Once full payment is made, the child can then fully attend.

Hardship – staged payments/payment plans may be started at the discretion of the manager/administrator. Parents should approach the preschool if other payment options are required.