

**General Welfare Requirement: Organisation**

Providers must plan and organise their systems to ensure that every child receives an enjoyable and challenging learning and development experience that is tailored to meet their individual needs.

## Fees Policy

### Policy statement

Pre-School understands that the cost of registered childcare may seem expensive to a parent/carer. However, providing a high quality, safe and stimulating environment is not cheap and so to ensure the continued high standards and sustainability of the Pre-School it must ask that parents/carers respect it's Policy in respect of fees.

### EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.2 Inclusive practice 1.3 Keeping safe 1.4 Health and well-being	2.1 Respecting each other 2.2 Parents as partners 2.3 Supporting learning 2.4 Key person	3.2 Supporting every child	

### Grant Funded Places

Our setting is contracted to provide Two Year Old Grant Funded places, if you qualify for this funding your eligibility this must be clarified in writing to us by Cheshire East.

A child becomes eligible for the Government Grant the term after their 3<sup>rd</sup> birthday, this equates to a total of 15 hours per week. Parents/carers are given a Government Grant form by Pre-School to complete and this is returned to confirm funding. If your child attends more than one Pre-School any sessions attending over 15 hours per week will be chargeable, and either Pre-School and/or the other setting will invoice parent/carer for additional childcare costs.

### Fee Paying Places

The level of fees will be set by the Registered Person and reviewed annually in the light of the Pre-School's financial position, it's future strategic plans and any other broader economic or social considerations deemed relevant.

For a child's place where fees are to be charged a Fee Statement will be given to the parent/guardian on their settling-in visit to Pre-School, the first month's fee must be paid by the date stated. If this is not paid, the child will not be permitted to start until payment is received. If payment is not received within one week of their proposed start date the child's place will be deferred until they are eligible for a funded place, subject to availability.

The following procedure will be followed for invoicing:

- At the end of each term a Fee Statement will be given to the parent/carer for the following term's fees, these can be paid in full within two weeks of the start of the new term or monthly by the 10<sup>th</sup> of each month\*.
- If the payment is not received by the due date, a reminder email will be sent asking for the payment to be made on the child's next day of attendance.
- If the payment is still not received by Pre-School, the parent/carer will be invited to come into Pre-School and discuss a payment plan with the Pre-School Manager and either the Chair or Treasurer of the Pre-School committee.
- In the event of persistent late or non-payment of fees, a parent may be asked to pay in advance for the following term. In the unlikely event that fees are still outstanding when a child leaves Pre-School, siblings will not be accepted until the debt is paid in full.
- We require one month's written notice if your child leaves Pre-School. Fees will remain payable during the notice period.
- If fees remain unpaid for a period of time legal action will be taken to collect the debt.

We offer 10% discount for 2 siblings, 15% discount for 3 siblings.