

## FEE STRUCTURE

At our pre-school we believe in open communication with all parents/carers and staff and are therefore presenting this fee structure in order to ensure that everyone fully understands our charging. Our fee structure is fully inclusive of all drinks and snacks. We are open for 38 weeks per year, closing on Bank Holidays. If your child is receiving 'Free Early Education' and their funded session falls on a Bank Holiday you will be offered an extra session when available as compensation.

**FEES:** Fees are payable 14 days after receiving an invoice, in accordance with the rates at the time. Fees are reviewed annually for a September start each year, or in the event of any changes to the Code of Practice. Any changes to current rates will be advised in writing, at least one term in advance.

Full Day	£ 30.30
Morning Session	£ 14.40
Afternoon Session	£ 14.40
Lunch Session	£ 3 (if adding onto a morning session)  £ 1.50 (if part of a full day or in addition to an afternoon session)

**ILLNESS/ABSENCE:** No refund will be given in the event of a child's absence due to illness, holiday or any other reason.

**CLOSURES:** Should the pre-school be unable to open due to any unforeseen circumstances apart from bad weather such as heavy snow, parents will be refunded for a chargeable session or have it discounted from their next invoice. Should closure need to take place part way through a session, a refund will not be given in this instance. If we are closed due to a Bank Holiday funded children will be offered alternative sessions to compensate for the shortfall in hours.

**LATE PICK UP:** Children must be collected promptly at the end of a session/day. Should a parent fail to collect their child within 15 minutes of the session/day end, a late collection fee of £1.50 will be charged, and a further £2.25 per every half hour thereafter. Please phone ahead if you know you will be late due to an unforeseen circumstance and we will of course be lenient and flexible at such times.

**LATE PAYMENTS:** Fees are to be paid within 14 days of the invoice date, unless you are paying in increments in which case see your invoice for details. If you are experiencing financial hardship please speak, in confidence, to Zoe Bedford-Cooper, Business Manager or Alison Clarke, Chair of Trustees, so that alternative payment arrangements can be made. If without negotiation, fees are not settled, you will be offered the opportunity to set up a payment plan. If this is defaulted upon once and then again after a consultation and written warning we will be left with no alternative but to withdraw your child's place and if necessary take legal action to recover the amount owed. Children in receipt of Free Early Education will be unable to access any additional fee paying hours until outstanding fees are settled.

We ask for a £25 non-refundable deposit/registration fee upon acceptance of the place that will be deducted from the first invoice.

**NOTICE OF LEAVING:** One month's written notice is required if you intend to withdraw your child from the pre-school. If this is not given, no refund will be made for fees already paid.

**PAYMENT METHODS:** Invoices can be settled by cash, cheques or BACS. Please make cheques payable to Goudhurst Village Pre-school.