



Lyndhurst Pre-School

Fees Policy (including Snack and Administration)

Statement of Intent

Our Pre-school Directors are working to keep Lyndhurst Pre-School sustainable and have introduced a Snack and Administration Fee to cover the ongoing rising costs.

EYFS Key themes and commitments

A Unique Child	Positive relationships	Enabling Environments	Learning and development
1.2 Inclusive practice 1.4 Health and well-being	2.1 respecting each other 2.2 Parents as Partners 2.4 Key person	3.2 Supporting every child	

The fees for unfunded children are £5.00 per hour (from Sept 2019). The term after the child's third birthday, they are eligible for an Early Years Education Grant. This covers 15 hours a week for 38 weeks of the year. 30hour funding and 2year old funding are available if Parents/Carers are eligible and Parents/Carers need to apply.

Snack and Administration fee

There is an additional fee charged to help pay for fruit and administration costs (printing, photocopying, book share etc) for ALL funded and unfunded children. The Snack and Admin fees are 75p per child per day. This is itemised on the invoice.

Invoice

An invoice detailing the precise payment due will be sent out within the first week of term or given during the Home visit or Introductory session. Payment of the terms fees are due within the first 3 weeks of term unless discussed with the Manager and a payment plan is drawn up. Parents/Carers will be supplied with a receipt for fees paid. Fees can be paid by cheque, BACS (online bank payment) or by direct debit. Please note NO CASH.

The fees are payable termly. Fees must still be paid if children are absent due to holiday, sickness or any other reason.

If a parent/carer experiences difficulty in paying fees as detailed above, this should be discussed with the Manager in order that an alternative agreement can be arranged.

If you fail to pay the required fees by the standard date, your child's allocated place will not be secured. Furthermore an additional charge of 10% of fees owed or £5 (whichever is greater) will become due each week that the bill is outstanding. The Pre-School will write to notify you that you have seven days to pay the required amount before any place is reallocated.

A notice period of 4 weeks is required for withdrawing a child from our Pre-School. Parents/Carers must provide written notice addressed to the Manager. It is Parents/Carers responsibility to ensure that notice is received. Normal fees will be chargeable throughout this period.

This policy was adopted at a meeting of Lyndhurst Pre-School Directors

Held on (date):

Signed on behalf of the Pre-School:

Chairperson