



## Charging Policy and Agreement

### Fees

- Fees include fees for attendance, additional hours and breakfast club
- Fees are as follows:
  - Preschool sessions are charged at £5.65 per hour
  - Breakfast Club is charged at £4.50 per hour – all fees are payable one week in advance
- Fees are payable regardless of whether the child attends or not (there is no reduction for sickness, holiday or late arrival)
- Parents will be invoiced for a month in advance.
- Fees **must** be paid within 14 days of date of the invoice.

### Sessions

A full day (9am-3pm) can be broken down as detailed below to allow flexibility:

- Morning session (9:00am-12:00pm)
- Afternoon session (1pm-3pm)
- Lunch club (12:00pm-1pm)

### Late Payment of Fees

- A £5 late payment fee will be added to your invoice should your payment not be received within 14 days
- Non-payment of any fees will result in a letter requesting the payment which must be sent after 14 days. If funds are still not received by the end of the calendar month, you will be asked to remove your child from Preschool. Once full payment has been received, the child may return, but only if there is space available. If the child returns, the fee payer will be invoiced in advance on a weekly basis.
- Repeated late payment will not be tolerated and a second month of late payment will result in loss of place.
- The Preschool reserves the right to seek recompense for unpaid fees through other means and will ultimately refer the matter to the courts.

### Cancelled Sessions

- In case of a session being cancelled by the setting manager (bad weather, staff shortage) then a refund credit will be made in the next charging period for the number of sessions lost.

### Late Pick Up Fees

- A £1 per minute late payment fee will be added to your invoice should you not pick up your child during the designated pick up period. All late pickups will be recorded and payment of fees is per **Late Payment of Fees** above

### Removal of a child from Setting

- Parents/carers are required to provide 1 month 's notice in writing if their child is no longer able to attend our setting. If invoiced, you will be required to pay in lieu of notice.



**Changes to Charging Policy**

- Price changes will be notified in writing to all parents at least 1 calendar month prior to the increase coming into force. This will include parents of any children on any waiting list.

**Preschool Fee Payment Agreement**

We understand and agree to the following terms and conditions in respect to attendance fees for Great Doddington Village Preschool.

1. We confirm that we have read and understand the current Charging Policy and agree to be responsible for the payment of all fees and charges.
2. We understand that fees are subject to periodic review.
3. Fees are billed as per the Charging Policy and must be paid within 14 days of date of invoice.
4. If funds are still not received by the end of the calendar month, I understand that I will be asked to remove my child/children from Preschool. Once full payment has been received, the child/children may return, but only if there is space available.
5. I understand that failure to settle attendance fees in full may result in a County Court Money Claim and that the payment of interest and other court fees and costs will be sought

Name: .....

Signature: .....

Date: .....

Name of child: .....