

### 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.

## Administration

### 4.2 Fees

#### Policy Statement

It is our intention to make our setting accessible to children and families from all sections of the local community. We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.

#### EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.2 Inclusive practice	2.1 Respecting each other	3.3 The learning environment 3.4 The wider environment	

#### Procedures

##### Draw up in accordance with the Wiltshire Nursery Education Grant Guidelines

- The session fee is currently **£7.50** and lunch club is **£2.50**. Sessions run for 2 1/2 hours and lunch club is for 1 hour.
- **From the term after a child's 3<sup>rd</sup> birthday** (depending on the exact date of the birthday) fees are paid for by the Nursery Grant up to a maximum of five sessions a week. In the event of the grant covering fewer weeks than our term parents will be notified the term before (via the Session Confirmation Form) that they will be billed for any extra weeks not covered by the grant. Parents then have the option of whether or not they wish their child to attend pre-school during these weeks.
- The grant comes directly to the pre-school and a parent/guardian will need to sign a form at the beginning of each term. This is to verify the number of sessions being taken at Downton Preschool, the number of sessions taken at other settings, and all other relevant details

including the date of birth. Downton Pre-school is not obliged to offer all five sessions. We will try to offer as many sessions as possible but high numbers does? not always allow this.

- Fees are payable in advance termly and an invoice is sent out during the first week of term.
- We will not charge a 'top up' fee for a session where the grant value per session is lower than Preschool's fee per session
- Payments can be made by cheque or cash and **payment is requested by the end of the second week of term.**
- In some circumstances it is possible to pay in instalments.
- As sessions are pre-booked your child is assured a place, however this means that **all absences due to illness, holidays etc. must be paid for.** If there is a problem which results in long-term absence we will do our best to help.
- Lunch club sessions which are pre-booked will be invoiced termly and the **same rule of absence applies.** Lunch club sessions which have not been pre-booked can be booked (spaces allowing) and paid for daily. Nursery grant cannot be claimed for lunch club sessions.
- Occasional extra sessions or lunch clubs can be paid for on the day, if space allows. .
- Once your sessions have been allocated you will need to sign a **Session Confirmation Form** confirming you accept those sessions. **Please read the declaration carefully before you sign it.** This system has been introduced to ensure that all parents are in agreement with the sessions allocated to them and committed to honour payment.
- If any parent/guardian encounters difficulties meeting the costs please speak to pre-school and we will do our best to work out an alternative payment arrangement. **If payment is not forthcoming after a reminder has been sent and alternative arrangements have been made, then the Pre-school operates a policy that the child will only be entitled to sessions covered by the Nursery Grant.** This will continue to apply until the payments are received and up to date.

This policy was adopted at a meeting of \_\_\_\_\_

Held on \_\_\_\_\_

Date to be reviewed \_\_\_\_\_

Signed on behalf of the management committee \_\_\_\_\_

Name of signatory \_\_\_\_\_

Role of signatory (e.g. chair/owner) \_\_\_\_\_

\_\_\_\_\_ name of setting

\_\_\_\_\_ (date)

\_\_\_\_\_ (date)

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