

# Naunton Park Pre-School Playgroup



## Fees Policy

Naunton Park Pre-School is an inclusive and friendly setting which aims to provide a fair and competitively priced childcare for children aged from 2 and a half years upwards. The pre-school operates Monday – Friday in term time only.

### **Aim:**

We are a non-profit making, charitable, volunteer organisation and offer excellent pre-school childcare at very affordable prices, but also are dependent on fees to pay our staff and premises costs. This policy forms part of the contract with the parents/carers and Naunton Park Pre-school. This policy outlines Naunton Park Pre-School's approach to collecting fees, including late fees and circumstances where fees are still expected to be paid if the setting was required to close for a period of time.

Fees are reviewed annually in line with other local providers.

### **Absences**

If a child is absent due to sickness, holiday, self-isolation, quarantine, or other reasons the fee will remain in place as the Pre-school will keep the place open and still have to employ and pay staff. In the case of continuing long-term illness, we ask parents to speak to the Pre-school Manager or Treasurer as fees for such absences are at the discretion of the Pre-school.

If a parent/carer wishes for a place at the setting to be held for their child, whilst the child is eligible to attend but not in attendance, full fees for the days required must be paid.

If Pre-school have been informed that a child will be missing sessions, the Pre-School are able to 'resell' these unused sessions to other parents. Any money made as a result of this will be collected as part of the Pre-school's fundraising pot.

### **Payment of Fees:**

Parents/carers will be billed termly by the setting and must settle their bill in full within the dates specified on the bill. Bills will be sent out at the beginning of each term.

### **Non-Payment of Fees:**

Fees should be paid within 14 days of the payment date given on the bill. If payment is not made within this timescale a reminder will be sent to the parent/carer. If fees

continue to be outstanding, the Pre-school will ask the County Court to instigate to reclaim the outstanding amount; court fees and interest will be added to the outstanding payment to be paid. Parents will also be asked to withdraw their child until the outstanding fee is paid.

Should a problem arise concerning payment of fees parents should speak to the Pre-school Manager or Treasurer as soon as possible to enable the Pre-school to come to an agreement regarding payment.

### **Additional Resources and Enrichment Payment**

In addition to the fees that are paid to Pre-school, we ask parents to make a termly voluntary contribution which goes towards paying for the extra activities that our fees and council grants cannot pay for. This is currently set at £20 a term and is reviewed annually. Payments to this fund are voluntary, but if a substantial number of parents choose not to pay then the wide range of activities on offer may be withdrawn

### **Unexpected Closure of Pre-School**

If the Pre School is required to close unexpectedly for a period of up to and including 14 days, all fees will still need to be paid if parents/carers require their places once the setting has re-opened.

However, if Pre School is required to close for a period of longer than 14 days, fees will be payable for the first 14 days but will not be payable for any period beyond that whilst the setting remains closed. Once Pre School has re-opened, any further closures will result in a new 14 day period commencing.

### **Termination of the contract**

Naunton Park Pre-school reserves the right to terminate the contract with parents without notice in the event of unsuitable behavior, or for non-payment of fees. At all other times one month's notice in writing will be given.

If you wish to terminate your contract with Naunton Park Pre-school 4 weeks' notice in writing is required.

This policy has been reviewed in light of Covid-19 Procedures.

Signed on behalf of the Pre-school: .....

*(Pre-Manager)*

Date:.....

Signed on behalf of the Pre-school: .....

*(Pre-school Chair of Committee)*

Date:.....