

# FEES AND PAYMENT POLICY

Our Pre-School is a non-profit making organisation and a registered charity. It is run by a committee of parents with qualified staff to take charge of the day-to-day running. It aims to keep its fees as low as possible in order that children from all backgrounds have the opportunity to attend. The current cost is £22.00 or £26.00 per session. Fees are reviewed as necessary; we can only keep fees as low as possible if everyone keeps to the following conditions:

## FEES

- Must be paid in full by the end of the second week of a new term. Invoice will be emailed at the end of the term before and a reminder email will be sent 1 week before payment is due. Parents may request monthly/half termly payments in writing. An Installment Agreement will be drawn up and signed. The first payment of the agreement must be paid by the end of the second week of term. Fees can be paid by bank transfer (BACS), the Family App, cash or childcare vouchers into Nat West account number 19605560 and sort code 60-11-17. Missing an instalment payment will result in full payment being due. (please see arrears below)
- place is reserved for your child on your agreed day(s) therefore fees must be paid regardless of whether your child attends the session or not. If you would like to discuss your payments, please speak to Emma Buckland or Natalie Denman in confidence.

## GIVING NOTICE

- For non-funded children you must give four weeks' notice or money in lieu of notice if you wish to reduce the number of sessions your child attends per week.
- For non-funded children you must give four weeks' notice or money in lieu of notice if you wish to leave Southwater Village Hall Pre-School.
- For funded children accessing any sessions/hours over and above the 15 Universal Free Entitlement hours, you must give four weeks' notice or money in lieu for the hours over and above the funded hours.
- For funded children only accessing up to the maximum 15 Universal Free Entitlement hours you must give four weeks' notice if you wish to reduce the number of sessions your child attends per week.
- For funded children only accessing up to the maximum 15 Universal Free Entitlement hours you must give four weeks' notice if you wish to leave Southwater Village Hall Pre-School.

- Four weeks' notice or money in lieu of notice must be given if you wish to reduce lunch link sessions or leave lunch link sessions, regardless of whether children are funded or non-funded.
- Any adhoc sessions that you have booked will require 48 hours' notice if you no longer need the place. If you give less than 48 hours notice, full payment will have to be made.

## ARREARS

- We reserve the right to make a Late Payment Charge of £10.00 per week if your fees are not paid by the end of the second week of term.
- We reserve the right to refuse admission to a child whose fees are overdue by more than 2 weeks.

## ADDITIONAL COSTS

- All families are subject to our Pre-School Learning Alliance Constitution membership subscription fee of £10 per term. This membership fee ensures that you remain a member of Southwater Village Hall Pre-School and that we can continue to provide high quality early years education and care run by appropriately trained and qualified staff. This membership is requested on a voluntary basis if your child receives only the maximum 15 hours Universal Free Entitlement funding.
- Any activities to enrich the children's learning may have an additional cost that would be requested on a voluntary basis.

If you think you may be entitled to claim Working Tax Credit (which includes a childcare element), please use the contact details below to access further information:

Telephone: 0845 3003900

We accept employer and individual tax relief payment schemes.

If you have any queries regarding our Fee and Payment Policy, then please discuss them with the Manager before signing our Application to Join Form. By signing the Application to Join Form, you agree to these terms and conditions regarding our admissions policy, the Universal Free Entitlement funding policy, our fees, the payment terms and contractual notice.

*We are bound to pursue outstanding fees until they are resolved or payment received.*

## PRICES

### SEPTEMBER 2025-APRIL 2026

Joining Fee £40 – (voluntary for funded children only accessing up to the maximum 27 funded Universal/Extended Free Entitlement hours) please see our joining fee policy.

P.L.A Membership Fee -£10 per family per term- (voluntary for funded children only accessing up to the maximum 27 funded Universal/Extended Free Entitlement hours)

Lunch Link - £7.00 (NOT included over 15 hours Universal Free Entitlement, IS included as part of Universal, under 15 hours, and Extended Free Entitlement)

£22.00 or £26 per session (age dependent) for non funded children and for sessions taken over and above the 15 funded universal free entitlement sessions

Voluntary Consumables- £1.50 per session

Adhoc sessions are available at a cost of £22.00 or £26 per session (age dependent)

Morning Session: 9am-12pm

Lunch Link: 12pm-1pm

Afternoon Session: 1pm-4pm

Term Time Only –38 weeks

#### Family Working Funding code:

If your child can claim 30 hours funding you will be able to claim the 1 hour lunch link within the funding. We do ask for a voluntary £1.50 per session for consumables.

#### Universal 3 & 4 year 15 hours funding:

If your child attends under 15 hours you can claim the 1 hour lunch link and

If your child attends over 15 hours then the normal lunch link fee of £7 will be applied and any extra sessions above the funded hours will be charged at the daily rate of £22.

#### Working Families 2 year funding

If your child attends under 15 hours, you can claim the 1-hour lunch link and pay a voluntary £1.50 per session for consumables.

If your child attends over 15 hours then the normal lunch link fee of £7 will be applied and any extra sessions above the funded hours will be charged at the daily rate of £26.

Policy: Fees and Payment Policy	
This Policy was reviewed and adopted at a committee meeting of Southwater Village Hall Pre-School held on:	
Signed on behalf of management committee:	
Name of signatory:	
Role of signatory:	
Date to be reviewed:	



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