

# **Busy Bee Pre-School**

## **8.15 Fees Policy**

**The Pre-School accepts that the children come from a variety of backgrounds and social circumstances.**

**It is the intention that no child who's parent/carer request a place will be turned away. However the pre-school runs on a tight budget, intentionally keeping fees as low as possible in order not to alienate families with low income.**

**1 All sessions booked must be paid regardless whether or not a child attends. The exception to this is in the case of a hospital admission. The current fee is £15.50 a morning or afternoon session or £31.00 for a full day.**

**2 The Pre-School will send out an invoice every half term, this must be settled by the end of that half term.**

**3 Cheques are preferable for the safety of the staff. Cash should be placed in an envelope marked with the child's name and handed in to a member of staff only.**

**4 If any family falls behind with fees, the Pre-School reserves the right to refuse the child's admission until fees are paid in full. The child's place cannot be guaranteed and may be allocated to another family during this time. If you are aware of your arrears please do not put yourself or the Pre-School in the embarrassing position of being turned away at the door.**

**5 Teresa Woollacott is always available to discuss payment schedules with any family in hardship, and with the help of the chair of the committee can advise on alternate funding if required. Emergency funding may be available on a short-term basis, but cannot be used to finance arrears.**

**6 2, 3 and 4 year old funding may be spent at the Pre-School. Teresa Woollacott the Pre-School Manager is responsible for alerting families who are eligible for this. The paperwork is time consuming and there are strict deadlines for its return. Funding cannot be used to settle account arrears.**

**A place at the Pre-School will be refused if arrears are outstanding or a false claim is made. Checks are made in this respect.**

**The Pre-School have the right to reclaim any money from parents who make a false declaration.**

<b>This policy was adopted by</b>	<b>Busy Bee Pre-School</b>	<b><i>(name of provider)</i></b>
<b>On</b>		<b><i>(date)</i></b>
<b>Date to be reviewed</b>		<b><i>(date)</i></b>
<b>Signed on behalf of the provider</b>		
<b>Name of signatory</b>		
<b>Role of signatory (e.g. chair, director or owner)</b>	<b>Chair</b>	