



Preschool Fees

Policy Aims

Hemingbrough Preschool aims to offer a flexible method of payment for all families however Hemingbrough Preschool is a registered charity and relies on timely payment.

Procedures

Fees:

- ❑ Invoices are issued at the end of each month for the month ahead.
- ❑ Invoices are due to be paid by the 15th of the following month under the discretion of the manager more time maybe given to pay the invoice.
- ❑ Payments can be made via balance transfer (Bottom of the invoice) or by cash where a receipt will be given.
- ❑ Payment can be made weekly or monthly with the agreement of the committee if a large amount of fees is owing.

- ❑ Fees are payable whether a child attends or not (there are no reductions for sickness or holidays). This is due to the reservation of each child's place.

- ❑ A late fee will be charged to parent/carers if they are late in collecting their child/children. £5 for every 15 minutes will be charged and added to their fees.

- ❑ Fee rates are reviewed annually with any increase introduced in September. All parents/carers will have written notification of fee changes at least one month in advance.

- ❑ The preschool accepts Childcare Vouchers. Enquiries should be made initially with the parents/carers employer and thereafter with the Treasurer of Hemingbrough Preschool.

- ❑ If payment is not received within the agreed timescale we follow the following procedures:
 - a reminder letter and copy invoice is sent after 7 days after payment was due requesting payment within 14 days
 - if payment, or an explanation, is not received a second reminder is sent confirming that non-payment may result in a review of the child's place and again requesting payment within 14 days
 - if payment is still not received the child's case is referred to the next committee meeting where it will be agreed whether to send a final reminder letter requesting payment within 7 days and whether the final letter will include details of whether non-payment may result in the suspension of the Child's session/s and a County Court Claim for the outstanding fees.
 - Repayment plans will be considered subject to the Committee's approval.



- depending on circumstances, we reserve the right to charge parents for the additional administration costs incurred.

Fees are as follows

Pre-School sessions are 3 hours for a half day or 6 hours for a full day

9-12am - £18.00

12-3pm- £18.00

9-3pm - £36.00

Consumables Charge

To support the cost of everyday consumable items used during sessions, we apply a small **charge of 75p per half day session and £1.50 per full day**. This helps cover the costs of snacks, wipes, baking resources and other items used to enhance the child's daily experiences. This charge is separate from the childcare fees and funded hours and ensures we can continue to offer high-quality provision without compromising on enriching activities or essential supplies.

This charge is optional and not a condition of accepting a funded place.

Ofsted Registration Number: 400250

Signature (Manager): S Andrews

Date: 18/7/25

Signature (Chairperson): S White

Date: 18/7/25

Review Date: July 2026

This policy was adopted at the Committee Meeting held on:

Outline findings of the review: