



Hemingford Grey PRE-SCHOOL

Hemingford Grey Preschool Policy: Fees

Fees are reviewed annually by the school's governing body and current fees are advertised on the Preschool section of the school website. Fee increases are generally considered in the summer term and come into effect on 1st September of the following academic year. All parents are notified in writing of any fee increases.

Fees September 2023 to September 2024

These fees have been agreed by the Hemingford Grey Primary School Governing Body.

	Two Year Olds	Three Years +
Charges per hour 2023-24 9am-3pm Monday - Friday Term Time only	£6.30	£5.70
Joining Fee	£35	

Hemingford Grey Preschool are in receipt of Early Years Education Funding. When a child qualifies for this funding, (currently the term after their third birthday, or if the child is eligible for the Funded 2s grant), parents will be notified and supplied with the application information. Parents are responsible for applying for Funded 2s grant and 30 hours funding through the government website *Childcare Choices*. They will be required to complete a Parent/Carer Declaration and supply proof of date of birth and identity, i.e. birth certificate or passport. Parents also need to supply proof of address when completing Parent/Carer Declaration. The Preschool will submit the documentation.

Completion of the Pre-school Application Form and payment of the Joining Fee guarantees a place of up to 15 hours in the term requested. Also included is a sunhat with the pre-school logo and either a settling in session at Pre-school or a home visit.

Invoices are sent out half termly using *FAMILY*. A payment due date is specified but parents/carers are welcome to pay before the due date. Payments may be made by bank transfer. Payments can also be made using childcare vouchers. Parents may choose to enrol children in additional sessions by checking with staff. Additional session costs will

be included in the following half term invoice. Fees must be paid in full.

Hot lunch fees are collected directly by the meal provider, Aspens via Select at a cost of £2.41 per meal.

In the case of emergency closure fees will still be charged in full.

If a parent / carer decides to terminate their agreement, Preschool requires a half term notice period.

Parents who receive income support, family credit or who are eligible for Pupil Premium Plus can claim exemption from the joining fee. Please speak to the Pre-school Manager if you require support. Your request will be treated in strict confidence.

Outstanding or Overdue Fees

If fees are not made by the initial deadline, a reminder will be sent giving two further weeks to pay.

If, after the 2 week grace period fees have not been paid, with no communication from parents/carers to the Preschool Manager or school Finance Manager, a fee of 5% (minimum of £10) of the total outstanding fees will be added to the invoice.

The invoice will be sent electronically and a paper copy will also be handed to parents with a due date of 1 month after the initial deadline.

If after the second reminder fees are still outstanding with no communication the headteacher will contact the parent/carers in writing.

A warning will be given that if payment is not received within one week, Preschool reserves the right to refuse childcare (over and above the funded 15 hours or 30 hrs).

In the event that payment is still not received, the FGB reserves the right to take legal action to recover the fees.

This policy was adopted at a Hemingford Grey Governing Body held on 16.05.2023