

## **10.14**

### **Termly fees**

#### **Policy statement**

#### **Procedures**

Kings Hill Pre School will issue invoices at the beginning of each term stating the amount of money owed with regard to sessions attended plus any lunch club sessions attended. With a deduction for any government funded sessions that the Pre School are claiming for your child/ren once they have passed the term after their third birthday.

Payment can be made by cash, bank transfer or vouchers in full by the date stated on the invoice.

Please note that fees, including lunch club, will still need to be paid if your child is absent from Pre School.

For children attending funded session, maximum of 15 hours, or the amount of hours you are claiming from the Pre School. Any hours over and above this including lunch club will be charged at the current hourly rate.

Should your fees still be outstanding by the end of the term, the following will apply;

- Non-funded children will not be admitted until all arrears are paid in full.
- Funded children will be allowed to attend their funded sessions only and will not be allowed to attend extra hours, including lunch club, until all areas are paid in full.

Siblings of children with fees outstanding will not be allocated places until all arrears are paid in full.

An administration charge of £20 will be added to the money owed at the end of each term. This is non refundable once applied.

Outstanding fees will be recovered by legal action, if necessary.

Should your child have a long term illness which necessitates, for example, a stay in hospital followed by recuperation, then you should speak to the Pre School manager or Chair of the committee regarding fees.

Please note, a full term's written notice is required if you wish your child to leave the pre school. If a term's written notice is not received then you will still have to pay the term's fees in full.

This policy was adopted at a meeting of

Kings Hill Pre School

Held on

1<sup>st</sup> September 2015

Date to be reviewed

September 2016

Signed on behalf of the management committee

*Sherri Revell*

Name of signatory

Sherri Revell BA EYP

Role of signatory

Manager