



Hemingford Grey PRE-SCHOOL

Hemingford Grey Preschool Policy: Fees

Fees are reviewed annually by the Resources Committee of the school's governing body and current fees are advertised on the Preschool 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 2022 to September 2023

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

	Two Year Olds	Three Years +
Charges per hour 2022-23 9am-3pm Monday - Friday Term Time only	£6.00	£5.40
Joining Fee	£25	

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 named draw-string bag with pre-school logo and t-shirt with pre-school logo.

Invoices are sent out half termly via FAMILY. A payment due date is specified but parents 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 follow half term invoice. Fees must be paid in full.

Hot lunch fees are collected directly by the meal provider, Aspens via Select.

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. The reminder will be sent via our FAMLY system.

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 out via FAMLY, 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 committee reserves the right to take legal action to recover the fees.

This policy was adopted at a Hemingford Grey Governing Body Resources Committee, held on 26.04.2022