



Fee structure and charging policy

STATEMENT OF INTENT

It is our intention to apply fees fairly and reasonably.

AIM

We aim to ensure that fees are no more than necessary and not a barrier to those in a difficult financial situation.

METHODS

Fees are payable only where funding is not available from West Northamptonshire Council.

The charge is per session or hourly where over funded hours and is normally payable in advance at the beginning of each half term, with no refunds for sessions missed. Fees are expected to be paid within two weeks of issue. If they are not paid by this date, further communication with parents will take place to ascertain the reason for non-payment and a payment plan will be put in place if appropriate. If the payment plan is not adhered to, and there is not a valid reason for further non-payment of fees*, parents may be informed that their child cannot return to pre-school until the first payment of the agreed payment plan is put in place.

Parents are made aware of information about Tax-Free Childcare.

The amount of the fees is determined by how much income is needed to ensure staff levels are maintained both at the level required by legislation and at the level we determine is required to provide a better-than-average facility.

*Where a parent/carer is experiencing financial difficulties they should speak to the pre-school manager who will refer the matter to the pre-school trustees. It may be possible to spread payments over a longer period, or come to some other arrangement. This will be at the discretion of the pre-school trustees.

In the case of prolonged unexpected absence, e.g. serious illness, fees may be refunded at the discretion of the pre-school trustees.



Policies and Procedures

Section 9

Date policy adopted / reviewed September 2023

Signed on behalf of the Pre-School Trustees _____

Name and position of signatory Denise Smith, Chair

Policy review date September 2024