



## Fee Structure Policy for Manor Road Pre-School

Manor Road Pre-School would like to share this information with you; to ensure everyone fully understands our Fee Charging Structure for sessions accepted by yourselves for your child/children during their time with us at Manor Road Pre-School, and that you understand the conditions of payment for sessions as stated on your 'Conditions of Acceptance' which you sign when you accept the sessions offered to your child/children

We open term time only for 39 weeks a year; we close on Bank Holidays

If your children receive Free for 2 funding or Free Entitlement for 3 / 4 year olds, or 30 hour funding, you only receive 38 weeks funding; at this present time we do not charge for the extra sessions in the 39<sup>th</sup> week as this ensures your children are receiving their correct allocation of hours in the academic year due to Bank Holidays etc. This will be reviewed each academic year.

### Payment of Fees

If you have a child who will not receive Free funding then Fees are payable weekly; half termly or termly at the start of each term in accordance with the rates in force at the time.

If fees are to be paid weekly then this must be paid each week; or if half termly or termly, these must be paid at the start of each term once invoices have been issued.

### Illness/Absence

Unfortunately fees still have to be paid in the event of your child's absence due to illness or holidays; this is part of your 'Conditions of Acceptance'.

However if your child is admitted to Hospital for scheduled treatment, then we allow 2 weeks grace at our discretion; i.e. Extraction of Tonsils is a most common treatment.

Fees at this present time are for 3 hour sessions and will be advised on Application as these are reviewed yearly.

Our Sessions at this present time are:

Morning Sessions .....9am to 12 Noon Monday to Friday

Afternoon Sessions.....12.15pm to 3.15 Monday/Wednesday/Thursday

We do offer limited all day sessions on Monday/Wednesday/Thursday; Packed Lunches would need to be provided by you for your child and there will be a charge of £3 for the Lunch Period if your child is already receiving their total 15 hours for their Free Entitlement.

### **Closures**

Should Manor Road Pre-School be unable to open due to bad weather or other unforeseen circumstances, the fees for those sessions will not be charged for, however if we are open and you choose not to send your child then fees are still payable for those sessions.

### **Late Payments**

As mentioned above Fees are expected to be paid in accordance with our Fee Structure, if this not adhered to then unfortunately we will have no alternative but to withdraw your child's place in Manor Road Pre-school; This is not something we wish to do but would be necessary, If you are experiencing financial hardship then please speak to the Manager who will be sensitive to your needs and discuss alternative payment arrangements with the Treasurer to help in this situation.

We do not ask for a Deposit to secure your child's place at this present time.

### **Payment Methods**

Payment can be settled by cash or cheques made out to Manor Road Pre-School.

Bank Transfers will be accepted; please see manager for details or refer to your invoice.

We can not accept Card payments.

We do accept 'Child Care Vouchers' see manager for details.

We are also registered with the Government Childcare Scheme.

We are registered for 'Free for 2' and Free Entitlement for 3 and 4 year olds.

### **Free Entitlement**

All children become eligible for Free Early Education the term AFTER their third birthday;

This will entitle them to have up to 15 hours each week over a 38 week period. If we are unable to offer the full 15 hours, you can use the entitlement at more than one setting;

ie 9 hours at Manor Road and 6 hours at another setting or visa versa.

Any other questions please feel free to ask.

Signed:

Date: