

# Pricing Policy



## Policy Statement

We believe in open communication with our parents and staff. We set our prices and charges at a level to maintain the financial sustainability of Pavilion Preschool, whilst at the same time proving good value for money. This pricing policy is presented to ensure that all adults connected with Pavilion Preschool fully understand our charging structure. Pavilion is a registered Charity 518169. Any profit is always reinvested into the preschool.

## Registration:

A non-refundable registration fee of £10.00 is payable on receipt by preschool of a completed registration form for children. This is to cover the costs of preparing the initial paperwork and arranging visits to the setting.

## Session Costs:

All children eligible for Nursery Education Funding (3 and 4-year olds) will have a funded place up to a maximum of 15 hours per week subject to availability.

From September 2017, eligible families will be able to access the extended 30 hour provision subject to availability.

Children aged 2 also have access to a funded place up to a maximum of 15 hours per week if they meet the eligibility criteria and are accepted by the Local Authority.

Age	Full Day 2 sessions	Single Session	Session Snack	Lunch Supervision	Late Collection
Under 3 yr	£35.00	£20.00	0.50p	£2.50	£5.00
Over 3 yr	£33.00	£18.00	0.50p		

A session fee for each 3 hour session is charged for all children who are **not** eligible for the free early learning entitlements; or if you attend for more than your funded sessions.

## Other Costs

**Snack:** For children who are funded, there is a snack charge of 50p per session.

**Lunch Supervision:** Children who are not eligible for Nursery Education Funding, will be charged £2.50 for lunch supervision.

We reserve the right to make an extra charge of £5.00 for late collection of children on the first 15minute period, or part thereof, after 12.00pm/15.25pm, and a £10 late collection charge thereafter. This is to cover staff overtime costs that will incur.

## Payment

Invoices for both sessions and or lunch and snack fees are issued to parents near the start of each term:

- Payment should be made by bank transfer.
- Childcare vouchers are accepted. Parents will need to inform the Pre-School manager of the voucher scheme they use.

Invoices must be paid within 30 days of receipt.

- Where there is an outstanding balance, parents will be issued reminder invoices periodically to provide details of outstanding balance and payments so far
- If a cheque is returned to us by the bank marked 'unpaid' any bank charges arising are to be reimbursed by the parent/guardian
- Timings of payments are outlined in invoices but can be modified with prior approval.
- Any parent who has a query regarding fees or difficulty in paying should contact the Pavilion Pre-School Office Manager. Any information discussed will be treated in strictest confidence.
- Fees are due even if the child cannot attend due to holidays or sickness etc, in order to cover staff costs. The only exception to this is if a child is admitted to hospital. The committee will consider an individual written request if any other circumstances arise where a parent feels a fee refund is due.
- Arrears should settle as soon as possible. If no part payment has been made by half-term, Pavilion Pre-School reserves the right to withdraw the child's place or a funded child to set up a payment plan.
- Where no payment has been received by the end of term, a final reminder invoice will be issued and will be referred to the committee at the next committee meeting for review.

This policy was reviewed by Jo Riley on 26<sup>th</sup> March 2019

This amended policy was adopted at a Pavilion Pre-School Committee meeting

on -----

Signed on behalf of the committee ----- Date: -----

Signed on by the Manager: ----- Date: -----

This policy was reviewed by Jo Riley on 26<sup>th</sup> March 2019

This amended policy was adopted at a Pavilion Pre-School Committee meeting

on -----

Signed on behalf of the committee M. Roberts Date: 2/4/19,

Signed on by the Manager: Jo Riley Date: 2 April 2019.

 2<sup>nd</sup> April 2019