

## Chieveley Pre-School

Chieveley Early Years Centre, School Road

Chieveley, West Berkshire RG20 8TY

Tel: 07511 098 720

E-mail [info@chieveleypreschool.co.uk](mailto:info@chieveleypreschool.co.uk)

Website [www.chieveleypreschool.co.uk](http://www.chieveleypreschool.co.uk)

Registered Charity No.1048094. PLA No.15843.



## Fees Policy

### Standard Fees

The fees are payable half-terminly in advance. With effect from 6<sup>th</sup> January 2025:

Age	Early Start 08:45-09:15	Morning Session 09:15-11:45	Lunch Club 11:45-12:30 (Payable - see below)	Afternoon session 12:30-15.00
2-5 year olds	£3.25	£16.25 + 60p snack	£6.50	£16.25 + 60p snack

- All sessions are term time only
- To secure your child's place a deposit of £30 is taken when you register them and it is non-refundable

Snacks (payment optional) – We charge an optional 60p per session to cover the cost of providing your child with a snack during the session.

Lunch club – This is non-educational time so we do not claim this through government funding. It is therefore charged separately on the half-terminly invoices.

Fees must still be paid if children are absent: the pre-school does not offer a refund or reduction of fees for absences due to school visits, illness or holiday as your child's place is kept open for their return. On rare occasions, we may have to close the pre-school due to unforeseen circumstances e.g. staff illness or other emergency, which means we do not have adequate staffing levels to meet the legal ratios of adults to children. In this case, there will be no refund of fees. We are able to offer one session change per term, space allowing without incurring a fee and any other changes after that will be chargeable. If your child has to be absent over a long period of time, please talk to the pre-school treasurer as soon as possible.

There is a one-off non-refundable registration fee, see Admissions Policy for details.

### **For your child to keep their place at the pre-school, you must pay the fees.**

On occasion, it may be necessary for us to increase the fees charged by Chieveley Pre-School to cover the cost of increased overheads, such as rent and utilities, which are beyond our control. We aim to keep all increases to a minimum and provide all parents with 30 days written notice prior to the increase being implemented.

### **Nursery Education Grant Funding (15/30 hours per week Free Entitlement)**

We are in receipt of nursery education funding for three and four year olds and eligible 2 year olds (for eligibility and details [www.westberks.gov.uk/fe2](http://www.westberks.gov.uk/fe2)). Where funding is not received, then fees apply.

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If your child receives grant funding this will be taken off your half termly invoice.

As your child becomes eligible for grant funding, usually in the term after their third birthday, we will issue you with a Free Entitlement Declaration which a parent will need to complete and sign to state how many hours they wish to claim per week in the term and return it to the Administrator at CPS, to claim the funding for the child. West Berkshire Council will accept one amendment per term. More details can be found here: <http://info.westberks.gov.uk/index.aspx?articleid=27808>.

Please note that we cannot claim grant funding for your child without a copy of their birth certificate. To ensure we can claim your grant sessions as soon as your child becomes eligible, please provide a copy of your child's birth certificate when you complete the registration form for Chieveley Pre-School.

## Non-payment of fees

During the first two weeks of each half term CPS issues an invoice by email for the sessions due to be taken during that half term. We kindly request that all parents pay within two weeks to minimise our administration costs. In the event of non-payment of fees by the due date, we will:

- Send reminders by email if fees are not paid on the first working day after the two week payment due date
- After this a daily late payment charge of 50p per day will be incurred for every day the fees are not paid. The late payment charge will be included on the next bill. Example: if the bill is paid 5 days late a charge of £2.50 will be applied to the following bill

Weekly payment is allowed, but this MUST be arranged in advance.

Each child's attendance at the group is conditional upon continued payment of any necessary fees/or grant. If payment is not received within 1 month of the due date, your child will lose their place at Pre-School.

## Leaving Chieveley Pre-school

Should you decide to withdraw your child from Chieveley Pre-school notice of ½ a term (approx. 6 weeks) is required otherwise fees for the same period of time will be charged.

## Late Pick Up Fees

Preschool reserve the right to charge a 'late pick up fee' if a parent or carer does not pick up a child on time at the end of a session they were booked in for; (11:45, 12:30 or 15.00). A charge of £5 will be made for collections 10 minutes late, and £1 per minute thereafter. For example, if a parent collects at 15:15, they will be charged £10. This is to cover the cost implications for late finishes for staff and impacts on child to staff ratios.

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**Annual Admin Fee**

Please note that an annual administration fee of £40 will be charged in Term 1. This is to help with the running of the Pre-School which remains a not-for-profit organisation.

**This policy was reviewed by the management and committee of Chieveley Pre-School and adopted during 2024-2025**

Signed on behalf of Chieveley Pre-School by the chair.

**Name (Sign):****Date:** 15.01.25.

A handwritten signature in black ink, appearing to read 'Jill Hobbs', is written over a light grey rectangular background.

**Name (Print):** Jill Hobbs**Date:** 15.01.25