

St Mary's Preschool



Charging policy 1st April 2024/2025

This charging policy for St Mary's preschool sets out the terms and conditions of fee charges and payments.

Fee Structure- Current charges for additional non-funded hours

- 2 year olds-charged at £22.50 per 3 hour session.
- 3 to 4 year olds – charged at £19.50 per 3 hour session.

Payment Methods

- On-line payments via Tucasi-Scopay- You will be set up an account with details on how to log in and make payments when your child starts.

Charging Method

- Invoices will be issued at the start of each half term and payment needs to be received within 2 weeks.
- Paid invoices and statements to be receipted on request.
- Should there be discrepancies between any total amounts shown on individual invoices and statements, for whatever reason, an explanation will be included to provide clarification.

Terms and Conditions

- Advanced payments of half termly hours booked.
- Payment to be received within 2 weeks of invoice date. When late payments exceed 2 weeks, a reminder will be given. Notice will be given with this reminder that late payments exceeding 3 weeks may result in your child being eligible for funded hours only and that children not yet eligible for funded hours may be removed from the preschool roll.
- A second reminder will be sent after 3 weeks if no payment has been received and you will be advised that as per previous notice given, the attendance of your child at the setting is limited to funded hours only until such time as the late payment has been settled. Children not yet eligible for funded hours will be removed from the preschool roll.
- A system of staggered payments may be considered by prior arrangement with the Preschool leader.
- In the event of family financial hardship, please ask to speak to the Preschool leader.
- Non-attendance of booked sessions will not be refunded in any circumstance – staffing levels and other costs will still have to be met.
- A notice period of one month is required in writing, to terminate parent/carer contracts – fees will be liable in lieu of notice.
- If absence is prolonged for more than 2 weeks, unless already agreed with the Preschool leader, places cannot be held and must be re-applied for on return. If absence is for medical reasons, fees may be waived for a reasonable length of time. The Preschool leader will consider cases on an individual basis.
- Parents/carers are expected to drop off and collect their children on time according to their booked session times. Early drop-offs and late collections exceeding fifteen minutes will incur a charge of a flat fee of £15 to cover the staff costs as staff numbers need to be sufficient to maintain the required staff-to-child ratio. If the late pick-up exceeds 1 hour, then the additional charge will be £15 per 15 minutes will be charged.
- In extreme situations when the setting must close and where staff salaries are still being paid, we regret that fees must still be charged, and are grateful for your

understanding. However, in certain circumstances, hours substituted at a later stage where staff are already employed (i.e. at no extra cost to the setting) may be considered on a case-by-case basis.

I agree and understand the Charging policy

Name -----

Signed-----

Date-----