

Funtime Pre-school Ltd

FEES POLICY

TERMS AND CONDITIONS

A child's place at Funtime Pre-school is confirmed upon receipt of a completed application form and (non refundable) Registration Fee. Where the child is already 3 years old and eligible for funding under the Early Years Education Scheme, no registration fee is required. Parents will then be notified in writing, confirming their child's place. In most cases, parents will be notified of visit and start dates in the half term prior to their child starting.

A child's place is conditional upon payment of fees and free funding from Hampshire County Council under the Early Years Education Scheme (EYES).

NEW PARENTS - FIRST PAYMENT

New parents will be requested to pay 50% of the first half term's fees 6 weeks prior to the start date. For children starting in September, this payment will be required by the first Monday of the last week of the preceding Summer Term. Cheques should be made payable to 'Funtime Pre-school Ltd'. *Cheques will be banked upon receipt.* On starting pre-school, parents will be invoiced for the remaining 50% of fees.

For parents of children who are not eligible for free funding and would like their child to start within 2 weeks of the initial enquiry, a cash payment of the registration fee plus full payment of the fees for the half term are required prior to their child's first session. The child will not be able to start at Funtime until this payment has been received and banked.

If a child's place is no longer required, 4 weeks notice must be given in writing. Fees will only be refunded if the following notice is given:

4 weeks	Full refund
2-4 weeks	50 % refund
0-2 weeks	no refund

SUBSEQUENT PAYMENTS

Fee paying parents will be invoiced at the start of each half term. Parents whose children are eligible for EYES funding will be required to complete and sign a Parent Declaration Form at the start of each term, which must be returned by the date given on the form. If a parent/guardian fails to return the form in time, this will make them liable for payment of all fees for that term.

Payment

Fees can be paid by cash or cheque (made payable to 'Funtime Pre-school Ltd') and must be paid 6 weeks prior to the start date. Parents may also pay with childcare vouchers.

Fees can be paid by post:

Funtime Pre-school Ltd
PO Box 378
Locks Heath
SO31 6YN

Or in person at pre-school during session times:

St Margaret Mary Church Hall
Middle Road
Park Gate
SO31 7GH
Telephone: 07751 578252

Please ensure you give your child's name, address, date of birth, visit and start dates on the back of cheques and on any correspondence relating to fees.

Please find attached an information sheet which outlines details of child tax credit/working tax credit. Please contact your local jobcentre for more information.

If you have difficulty in paying the fees, you **MUST** notify the treasurer or administrator in writing or by contacting the number above, immediately upon receipt of this letter. You can also email administrator@funtimepreschool.org, put a note in the administrator's pigeon hole or leave a note in the red fees box marked for the attention of the Treasurer.

PLEASE NOTE THAT YOUR CHILD'S PLACE AT PRE-SCHOOL IS DEPENDENT UPON PAYMENT OF FEES. YOUR CHILD'S PLACE WILL BE AT RISK IF FEES ARE NOT PAID.

All matters will be treated in the strictest confidence.

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Payment options -FEE PAYERS ONLY

Child's Name	
Half termly*	
Monthly*	

*Please tick preferred option.

Policy reviewed: July 2009
Policy reviewed: May 2010