



Administration

A2 Fees

Policy statement

We aim to keep sessions affordable and therefore accessible to the community.

Procedures

- Fees for non-funded children are calculated each term. A letter/email is sent to the Parent/Carer asking for the fees to be paid within 2 weeks. Parents also have the option of paying by BACS transfer if they wish to.
- Fees can be paid termly, half termly or monthly by arrangement with our administrator.
- Cash fees should be passed to the Manager or Deputy Manager and a receipt will be issued, usually within the session for collection by the parent at the end of that session.
- When fees are received by Bacs transfer an electronic receipt will be issued if requested.
- If the fees are not received, a further letter/email will be issued requesting immediate payment or asking that the Manager or Administrator be notified if there is a problem with paying.
- Extra lunch time sessions can be organised at short notice by arrangement with the Manager. The fee for this will be paid at the time of the request being granted.

Non-payment of Fees

- When fees are not paid within the required time, the Administrator/Manager will speak to the Parent/Carer to establish the reason.
- In cases of hardship, arrangement for payments in weekly instalments can be made. Otherwise the matter will be brought to the Preschool Committee for a decision as to further action.

Notice to Leave

- Six weeks notice is required. If this is not possible, and for children not in receipt of government funding, fees will be payable for a period of six weeks.

Deposits

- At induction £30 deposit will be required for children not yet eligible for government funding.
- This deposit is refundable on the fees when the child starts.
- If the place is not taken up the deposit will be non-refundable.

This policy was adopted at a Trustee meeting
of

Little Fishes Pre-School

Date to be reviewed

Reviewed: 10/05/2022

Next Review: Summer Term
2024

Signed on behalf of the management
committee

Maggie Mann – Chair

Marion Cobham - Treasurer

Tracy Parkins - Manager
