



## 11.1 EYFS Fees Policy

### Policy Statement

The level of fees set by the Management Committee and reviewed annually, or if necessary, more frequently in the light of the pre-school's financial position, its future strategic plans and any other broader economic or social considerations deemed relevant.

### Procedures

- Payment of fees should be made half termly, invoices will be put in trays with a due by date of at least two weeks notice including a pay date.
- The treasurer/fees administrator must be informed of which payment method is being used. Individual payment arrangements can be negotiated between the Management Committee and parents/carers.
- Parents/carers having difficulty paying fees or wishing to negotiate any other alteration to the standard fees policy should speak to Manager or Administrator at the earliest possible opportunity.
- Fees are due at the end of each half-term. If fees remain outstanding into the following term, written reminders are issued and payment is requested before end of term. If this becomes an ongoing problem, management committee will be informed.
- If fees remain outstanding - Sessions will be withdrawn until the outstanding debt is cleared. Once payment is received then continuation of sessions may be requested following negotiation with the Manager and members of the Management Committee. The reinstatement of session places in these circumstances is not a right, and will be at the discretion of the Management Committee. If payment of fees is not made, the parent will be pursued through the Small Claims Court.
- If a child is unwell or holidays are taken during term time, no reimbursements shall be made.
- In the event of an emergency closure of the Pre-School, we regret it will not be able to reimburse parents for these session fees.



## 11.1 EYFS Fees Policy

This policy was adopted by	Faringdon Pre-School	<i>(name of provider)</i>
On	25 <sup>th</sup> May 2018	<i>(date)</i>
Date to be reviewed	25 <sup>th</sup> May 2019	<i>(date)</i>
Signed on behalf of the provider	<i>Laura Murray</i>	
Name of signatory	Laura Murray	
Role of signatory (e.g. chairman, director or owner)	Chairperson	