



## Bear Flat Pre-School

Registered charity no: 1066705

Ofsted registration no: 133007

### Fees Policy

Fees are payable termly in advance and are due in the first week of each term. Fees are not refundable for absences due to sickness or holiday.

#### Funding

The Pre-school is approved to accept government funding for eligible children. Funded children are entitled to 5 sessions per week at one or more nurseries / pre-schools of their choice.

#### Top-up Fees

Parents will, however, be asked to pay up to the standard session in certain circumstances where the funding from BANES does not cover the full cost, such as where the term is longer than 11 weeks or the child attends another pre-school/nursery.

In special cases, the Committee reserves the right to waive these top up fees, at its discretion.

#### Notice of Cancellation

(From Admissions Policy)

Once a parent has returned the form agreeing the sessions that their child will attend, if they subsequently decide not to take the place up, we require four weeks fees in lieu, which will be calculated at the current sessional rate and will be required even if the child is normally funded.

If additional sessions have been reserved for a child to start later in the year, we require a minimum of 6 weeks notice if they no longer require the session(s). If less notice is given we require four weeks fees in lieu for each session not taken up, which will be calculated at the current sessional rate and will be required even if the child is normally funded.

If a parent decides that their child is not ready to start Pre-school on the agreed date or if a child starts Pre-school and the parent subsequently decides that the child is not yet ready and would like to defer their place, their place will be held for up to two terms, but a fee of half the current sessional rate will be charged in order to hold the place and will be required even if the child is normally funded. This is because, even if we have a waiting list, the place cannot usually be given to another child because it will be required back at a later

date. If the parent decides that the child is still not ready to start on the revised date, full fees will be charged from this point onwards and the place held for a maximum of a further term.

The Committee reserves the right to waive fees at its discretion.

**Voluntary Administration Fee**

The Pre-school asks parents to pay a small voluntary administration fee. The administration fee is used to guarantee a fairer rate of pay for our staff and help to meet the administration costs which are necessary to fulfil the requirements of Ofsted and B&NES. This will ensure that the Pre-school remains a small, caring setting, with a highly experienced and dedicated staff, working to high adult to children ratios. The voluntary administration fee will be collected on a termly basis. Although the fee is voluntary, we hope that most parents will agree that this small contribution is worthwhile to maintain the standards of the Pre-school.

Policy Adopted on Behalf of the Pre-school Committee by: .....  
(Chairperson)

Date: .....