

## St Helen's Pre-school Fees Policy

### Invoicing

Invoices will be raised termly and will clearly identify both granted and billed sessions plus any additional costed items (lunch-clubs, uniform, parties etc.)  
Fees are payable termly in advance. All bills to be settled within one week of receipt, please.

### Cheque Payments

Cheques should be made payable to St. Helen's Pre-school, and, if possible, please write a cheque guarantee card number on the back. Please note that any bank fees incurred by the pre-school due to returned cheques will be passed on to the cheque signatory.

### Cash Payments

Please put all cash payments into a sealed envelope with your child's name clearly written on the front. Please hand the envelope directly to a member of staff or committee member and obtain a receipt immediately.

### Early Years Education Grant

Parents whose child/children are eligible for the Nursery Education Grant (i.e. 3 and 4 year olds) will be given the appropriate forms and information at the end of the term prior to eligibility and whenever changes are needed. The grant currently funds five 3 hour sessions per week for 38 weeks per year. One week in the autumn term is not covered by the Nursery Education Grant and will be charged at the standard session rate. Each session is currently funded at £10.44. If your child attends for less than five sessions per week, then a pro rata amount of the grant is paid to the pre-school. If your child attends more than five sessions or your grant is allocated elsewhere, then you will be charged full fees for the extra sessions (currently £10.44 per session). Invoices will reflect the full or pro-rata grant awarded clearly. Please note that a full term's notice is required for any reduction in booking sessions, regardless of granted status.

Sessions for children who are not eligible for the Nursery Education Grant are charged at £10.44 per session.

Lunch Clubs are additional to the session and are charged at £3.50 for the extra hour.

### Fees Review

Fees will be renewed annually and parents will be given a term's notice of any changes.

### Late Collection Charge

Please note that if a child is collected more than 15 minutes late a fee of £5 will be charged, increasing by £1 for every further 1 minute, unless we are informed by telephone of a genuine emergency.

\*\*\* If parents/carers experience a change in financial circumstances or have difficulties in paying an invoice, please speak to Tricia Pillay, Mandy Tomlinson, or the pre-school treasurer (currently Jane Streatfield 01454855483) as soon as possible, so that debts do not accumulate. Please be assured that all discussions will be dealt with sensitively and in complete confidence. \*\*\*

Updated 22.06.10