



PAYMENT OF FEES & FUNDING POLICY

Greenslade Pre-school is a non-profit making organisation; set up to provide pre-school care and education.

In order for the pre-school to be financially viable:-

- Parents will be invoiced on a monthly basis and will be given a date by when to pay. We will accept payment weekly or monthly.
- Funding is currently available for 38 weeks per year and subject to age conditions and availability. Currently funding is for 5 x 3 hour sessions or 30 hours, depending on eligibility
- If a child attends another setting, this must be declared to both settings so that the funding may be split between the two. The settings must both be term time only or stretched- not one of each.
- Where a child is not funded or attends more sessions than their funding covers parents will be required to pay the cost of the excess sessions.
- The current cost per session is £29.50.
- Sessions need to be paid for regardless of sickness and holidays
- Fees will be reviewed on an annual basis and Greenslade Pre-school Committee reserve the right to increase the fees at any time with one terms notice.

Late Payments

- If an invoice is not paid by the due date, and we have not been contacted to discuss/agree a new payment date, a £10 late payment fee will be added to a parents account
- After the £10 late payment fee has been added to an account a further £10 fee will be added to the account every 3 working days until the invoice is paid
- Consistent late/non payment will be discussed with the Committee with possible withdrawing of place

Signed.....

Date.....

Review date.....