

# TURVEY PRE-SCHOOL PLAYGROUP

The Reading Room, High Street, Turvey, Bedfordshire, MK43 8DB

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Registered charity no.295055

## Fees Policy

### Statement of intent

Our pre-school believes in having a clear process in place for the payment of any fees due. We will do our utmost to ensure that any fees owed to us are paid in line with our responsibility to ensure the financial stability of the pre-school.

### Aim

We aim to make this information available to all parents and carers whose children attend our pre-school, and take account of the need to offer the information in other ways or languages as appropriate. We aim to offer flexibility to parents and carers to enable them to pay in a way suitable to them.

### Method

#### *Funding*

- Funded places are offered to all eligible children provided there are sufficient places available.
- Funding for up to 15 hours per week per child is available for those eligible at 2 year olds. Parents will receive notification from Bedford Borough Council if they are eligible and must produce this. Parents can check eligibility on [www.beststartinlife.gov.uk](http://www.beststartinlife.gov.uk) See below for how funding is claimed.
- Working Family Eligibility Funding for up to 30 hours per week per child is available for 2 year olds, from their 2nd birthday and subject to the child's/parents' eligibility and spaces being available. Parents must apply and register their eligibility – see [www.beststartinlife.gov.uk](http://www.beststartinlife.gov.uk)
- Working Family Eligibility Funding for up to 30 hours per week per child is available for 3 and 4 year olds as above and subject to the child's/parents' eligibility and spaces being available. Parents must apply and register their eligibility – see [www.beststartinlife.gov.uk](http://www.beststartinlife.gov.uk)
- Funding for up to 15 hours per week per child is available for **ALL** 3 and 4 year olds, usually from the term after their 3<sup>rd</sup> birthday, through Bedford Borough Council. (The set cut-off dates regarding eligibility to funding are adhered to - 31 March, 31 August, 31 December.)
- If a child attends another Pre School or Nursery then funding may be split between the two settings.
- The application for funding is made by Turvey Pre School on behalf of parents
- Each term a child is funded, parents will be required to fill in the relevant funding form and, on the first occasion, provide evidence of their child's identification (date of birth) to comply with external regulations. For 30 hour Working Family Eligibility funding parents must also re-register their eligibility usually every 12 weeks.

- Funded children have the opportunity to amend/increase their hours of attendance throughout the term subject to available spaces. A new funding form will then need to be completed.
- For families who wish to cancel a session will be required to give a 4 week notice period.

### *Fees*

- A registration fee of £25 is charged for all new starters. This is payable before your child starts and confirms their place. It is refunded to you after your child has started.
- Session fees are payable for children who:
  - do not yet receive funding,
  - receive funding but attend more than 15/30 hours per week,
  - where parents opt to pay for attendance rather than use funding
- Where fees are due, the cost of attendance is £8.00 per hour for 2 years olds and £7.24 for 3 and 4 year olds (from April 2026)
- Invoices will be issued by the Office coordinator of Turvey Pre School Playgroup early in the term.
- Invoices will be issued for the whole term in advance (3 invoices per year).
- Payment is to be made within 14 days of receipt of invoice unless other arrangements have been agreed with the Office coordinator. Fees can be paid by electronic transfer, cash, childcare vouchers or tax-free childcare (payable to 'Turvey Pre-School Playgroup')
- Payment by instalments is possible and can be arranged direct with the Office Coordinator who can be contacted by email on [finance@turveypreschool.org](mailto:finance@turveypreschool.org) or by phone on 01234 888970 Mondays, Wednesdays and Thursdays.
- It is the responsibility of parents to make arrangements regarding payments if they wish, and to keep the Office Coordinator informed of any changes. Parents should inform the Office Coordinator of any such requests on receipt of the invoice and within 14 days of receiving it.
- Fees should be paid in full by the end of the term for which the invoice applies. All accounts must be paid in full by the end of the academic year in July, or by the end of the notice period if your child leaves during the year.
- Fees are payable for the whole time of a child's attendance to secure their place, ie absence through sickness/holiday does not mean fees are not payable.
- Lunch club fees are payable on the same basis as session fees.
- Fees will be reviewed by the committee on an annual basis.
- Any change to the above rates will be notified to all parents via letters, email and noticeboards.
- We ask for a voluntary contribution towards snack of £1.50 per child per week. This is invoiced at the start of every half term.(Please refer to our welcome pack for more information and our Snack Policy)

### *Notice period and fees*

Four weeks' notice in writing is required if your child leaves pre-school for any reason other than starting school. If we do not receive this, then fees are payable in lieu of notice. Your child's place will be carried forward from term to term and from July to September unless you inform us otherwise as above. The committee will consider exceptional circumstances at their discretion, but we feel that this is the fairest policy for children who are already attending, for those who are trying to plan for the future, and for any children waiting for places

### **PAYMENT FOR AD HOC SESSIONS**

Where a child attends ad hoc sessions, ie occasional sessions in addition to their regular pre-school sessions, payment will be organized as follows:

- Invoices will be sent out on a half-termly basis to parents who have used ad hoc sessions.
- Payment for ad hoc sessions will be due on receipt of invoice and must be received within 7 days

## **NON-PAYMENT OF FEES**

Where fees are not paid, the following procedure is followed:

- A reminder for payment is sent after 14 days if payment following receipt of invoice has not been received and no contact has been made by the parent/carer to discuss arrangements.
- If payment is still not received after a further 7 days and no contact made, or agreement reached with the Office Coordinator, we reserve the right to withhold the child's place from the relevant sessions.
- The recovery of outstanding fees will be pursued through legal procedure if necessary. Turvey Pre-school Playgroup is a charitable organisation and has a duty to recover all monies due to it to ensure the pre-school's financial stability and sustainability.

Where ad hoc fees are not paid within 7 days, payment will be chased and if still unpaid, we will reserve the right to withhold ad hoc sessions to your child.