

Booking and Fees Policy

Statement of Intent

It is the intention of TreeHouse Pre-School to have a clear and uncomplicated bookings and fees policy.

Aim

We aim to ensure that all sections of our community have access to our pre-school through a fair and consistent booking and fee structure.

Methods

In order to achieve this aim, we operate the following bookings and fees policy:

- Bookings must be made with either the Administration Officer or pre-school leader, either in person, by email or by telephone.
- Parents must make sure that they obtain confirmation that a place is available.
- Notification of non-attendances may be made in person or by telephoning the Administration Officer or the pre-school leader, but must be received before the start of the session.
- If a place is cancelled, it must be paid for in full unless four weeks written notice is given.
- All children are entitled to Early Education Funding from the start of the term after their third birthday.
- This Funding entitles all children of qualifying age to up to five free sessions of pre-school education per week; this entitlement can be used at one provider or split between a number.
- Invoices will be issued half-termly, two weeks before the end of the current half-term, and must be paid before the end of the first full week of the new term.
- Failure to pay the fees before the due date will incur a penalty of £5.00. Each week that passes before the fees are paid in full will incur an additional penalty of £5.00 per week, unless an alternative payment strategy has been agreed with the Administration Officer.
- When a child commences during the current term an invoice will be issued on confirmation of their place, and this must be paid by the end of the first week of attendance.
- Any changes to the number of sessions attended per week must be requested by the cut-off date displayed for each term, otherwise funding for that place cannot be guaranteed.
- Treehouse Pre-School reserves the right to exclude children from attending if fees remain unpaid for longer than one calendar month.
- We will accept children currently on our register for additional sessions, on a pay-as-you-go-basis, as long as there is space in the session and there will be sufficient staff to accommodate them within the current standards for staff to child ratios.
- If a child is attending on a pay-as-you-go basis, then the fee will be added on to the next term's invoice.
- Fees may be paid in cash, by cheque or by standing order.
- Fees may be paid through the pre-school leader or the Administration Officer.
- A receipt will be issued for all payments received in cash.



Parent/Guardian name:

Signature: Date: