

Fee Policy

Ridgewood Preschool CIO operates a service which is fair and competitively priced. We aim to offer a high-quality service in a safe and stimulating environment where the needs of individual children are met.

Sickness

If a child is absent due to sickness or other reasons, the fee will remain in place as the preschool will have kept their place open and still have to employ and pay staff. In the case of continuing, long-term illness, please speak to the Manager as fees for such absences are at the discretion of the preschool. Sessions are not transferable (in the case of absence) due to staffing levels being measured in accordance with the number of children registered for that session and in line with the statutory adult:child ratio.

Holidays

The Pre-school is currently closed on all Bank Holidays; thus, no fee is collected for these days. If a child has a planned holiday that falls during term time, fees will still be due.

Payment of fees

Fees are to be paid monthly. Invoices will be sent to parents/carers during the month prior to the month due, where the payment due date and amount will be stated. The due date is usually the first day of the month in advance.

Fees are to be paid via BACS direct to preschool's bank account:

HSBC Account No.: 31527770 Sort code: 40-47-34

Late payment of fees

If parents/carers have any difficulty at all paying fees, it is essential they tell us straight away. We are always happy to discuss the possibility of alternative arrangements in genuine financial difficulties.

Fees are due seven days from the date of the invoice. A reminder will be sent to parents/carers, and payment should be received within 5 days, or the parents/carers should speak to the Business Manager, Gemma Sokell.

If fees continue to be outstanding, parents/carers will be sent a further letter stating that the child can only attend for the hours funded by the Local Authority. If the outstanding fees are not cleared within a reasonable amount of time, we may, regrettably, be forced to offer the child's place to another on our waiting list. We reserve the right to ultimately refuse admission if fees remain unpaid.

Should a problem arise concerning payment of fees, parents/carers should speak to the Business Manager, Gemma Sokell, as soon as possible to enable the preschool to come to an agreement regarding payment. Confidentiality will be assured.

Closure

In the event of the preschool being forced to cancel sessions, we will endeavour to give as much notice as is reasonably possible. Ridgewood Preschool reserves the right to offer replacement sessions in lieu of refunds.

Nursery Education Funding (NEF)

Ridgewood Preschool are in receipt of NEF for two, three and four year olds. Funding for two year old children and the Extended Hours (up to 30 hours) is subject to eligibility criteria. Universal Hours (up to 15 hours) for three and four year old funding is available the term following your child's third birthday. NEF Universal Hours will fund 15hrs a week during term time, NEF Extended Hours will fund up to an additional 15 hours a week during term time. To access the Universal funding, you need to complete a NEF registration form, which will be given to you by Gemma Sokell, and you will need to provide a copy of your child's birth certificate (requested on registration), the child's parent's National Insurance details, address and date of birth. To access two year old funding and the Extended Hours funding, parents/carers need to apply on the government website and ensure you have given the code supplied to Gemma Sokell. All fees charged relate to sessions not funded by NEF.

Termination of the contract

Ridgewood preschool reserves the right to terminate the contract without notice in the event of unsuitable behaviour from parents/carers or non-payment of fees following the late payment procedure (advised above). At all other times, four weeks' notice in writing will be given. If you wish to terminate your contract with Ridgewood Preschool, four weeks' notice in writing is required.

Session Rates Review

Our session rates are reviewed annually by the Board of Trustees. All sessions over and above the Nursery Education Funding (NEF) must be paid for.

Late collection of Children

Ridgewood Preschool reserves the right to apply a £20 charge for late collection of children. Parents/carers who are persistently late will be invited to discuss any issues with our Early Years Manager.

Signed on behalf of Ridgewood Preschool CIO		
Name	Dawn Morgan	Allison Glassenbury
Role of signatory	Early Years Manager	Chair of Trustees