



Fee Structure Policy

Policy No. 4E

All sessions are currently at rates noted in our Terms and Conditions.

Parents/carers will be invoiced monthly via the tapestry system. Payments should be made BACS, to reach pre-school's bank account on the day indicated on the invoice. If no payment is forthcoming then the management committee reserves the right to take legal action in order to recover outstanding monies. All fees must be paid up to date by the end of each term.

Fees are payable for booked sessions even when a child is absent. No refunds can be made due to sickness, holidays or any other circumstances out of our control. If your child is sick or absent, please inform the setting as a register is required to be completed under EYFS legislation.

The management committee also requires four weeks written notice should you wish your child to stop attending sessions or to change the days of your child's sessions. If your child is receiving the government's Early Years Education Entitlement (EYEE) you will have signed a parental agreement contract, which means that our terms and conditions must be followed and outstanding fees paid.

Early Years Education Entitlement- Provision Free of charge for Eligible Two, Three & Four Year Olds

We accept the following funding:

15 hours two year disadvantaged funding.

15 hours two year working parent funding.

15 hours (Universal offer) over 38 week term time between 9am and 3pm

30 hours (Extended Entitlement subject to verification) over 38 week term time, between 9am and 3pm

This policy was adopted at a trustees meeting of	Battle Pre-School Playgroup
Held on	12th September 2024
Minute Reference	Sept24 Item 10
Date to be reviewed	September 2026