



Hail Weston Pre-School, The Village Hall, High Street, Hail Weston, Cambs. PE19 5JS, Tel: 01480 214574

Fees Policy

Policy Statement

As Hail Weston Pre-School Activity Group (HWPAG) is a non-profit making organisation fees are set to meet our current and future costs. Additional charges on top of the session costs are levied for Lunch Club and Activity Club. Where children are eligible for universal and/or extended Nursery Education Funding they may use all or part of their entitlement for free access up to a maximum of 25 hours per week for 38 weeks of the year. At our setting the maximum claim in any one day is 5 hours made up with a 3 hour session, one hour lunch club and one hour activity club.

Sessions runs every weekday from 09:15 to 12:15 in school term time

Lunch Club runs every weekday from 12:15 to 13:15 in school term time

Activity Club runs every weekday from 13:15 to 14:15 in school term time.

Occasionally, due to circumstances beyond our control we may not be able to open but sufficient notice is given of this if at all possible.

The amount charged for fees will be reviewed and published annually during the Summer Term, ready for the new academic year unless circumstances demand something different.

Procedure

- A fees invoice is issued at the beginning of each half-term
- All fees are payable in full within 7 days regardless of whether a child attends on its contracted days or not.
- Should fees remain unpaid at the dates shown above the following action will be taken:
 - An email and/or letter requesting payment of outstanding fees by 7 days after the date the fees were originally due will be sent.
 - Should the fees remain unpaid a second email and/or letter requesting payment of outstanding fees by 14 days after the date the fees were originally due will be sent.
 - Should your fees still remain unpaid 7 days after the date on the 2nd email/letter you will forfeit your child's place(s) at this provision. Further action will be taken including legal proceedings and any costs incurred will be added to the fees due.
- In the case of genuine hardship the committee is empowered to review the application of this policy.
- If a child has already left the setting and fees remain unpaid 7 days after the date on the 2nd email/letter then further action will be taken including legal proceedings and any costs incurred will be added to the fees due.

This policy was adopted at a committee meeting of HAIL WESTON PRE-SCHOOL ACTIVITY GROUP held on January 2020

Date to be reviewed: January 2021

Signed on behalf of the Management Committee:.

Lizzie Spear

Signatory:.....

Role of signatory: Chairperson