



Early Learning and Childcare Centre

FEES POLICY

As a Registered Charity, the fees for Ferryfield are kept to as low a level as possible. The income from fees and Government funding (for eligible children) is used to pay wages and the day-to-day running costs.

- Parents are required to sign a Parental Contract agreeing to the payment, at the specified time, of all fees that are due for their child.
- Fees are payable for all booked sessions, this includes sickness and holiday absences, (even when holidays are booked with us as we are still holding a place open for your child).
- If your child is unable to attend Ferryfield on their booked days, it may be possible to book and pay for extra days. We are unable to 'swap' days, as we have to plan and pay for the correct staffing levels to ensure child / adult ratios are adhered to.
- Fees for all sessions will be issued regularly, usually for a four week block. The bill is then payable by the date indicated on the invoice.
- If payment has not been received within this time, a reminder will be issued.
- If payment is not received 2 weeks after the reminder, the Non-payment policy will come into effect.

Funded Places

- For children eligible for funded places, a small amount is payable to cover snacks and cleaning.

Ad – Hoc Lunch Club and Afternoons

- Occasionally some sessions can be billed as attended and these sessions will be billed in arrears.
- "Ad hoc" attendance for any session is subject to availability and only available at the discretion of the Manager.

All fees will be reviewed each year at the Annual General Meeting unless a change is required during the year, in this case a Special General Meeting will be called to agree an increase.

Adopted by the Committee

Date

August 2016