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| Pavilion Pirates Preschool  Baden-Powell Lodge,  Pavilion Road,  Off Woodhouse Lane,  Botley,  SO30 2EZ  Contact During Session:  07769177701 | ***Registered Charity:1185950***  **2001-2023**  **22 Years**  ***Registered with Ofsted***  ***Supported By***  ***small for partnership publications*** |

**10.13 Fees Policy**

**Amount of Fees**

Pavilion Pirates Preschool will charge a fee of £6.00 per hour for any funded 3- and 4-year-olds over and above their government funded 15 hours or 30 hours depending on meeting eligibility criteria. A fee of £6.00 per hour will be charged for all unfunded 2- and 3-year-olds until they become eligible for government funding. These fees will be payable during the half term to which they apply and will be payable in a timely manner.

**Fee Requests**

Fees will be requested by invoice during the first week of each month.

**Payment**

All fees are payable in full within 7 days of receipt of the invoice unless previously agreed with the parent/carer. If family circumstances change and special payment terms are required, then parents/carers must speak with the Business Finance Manager or Lead Practitioner and a payment plan may be agreed.

**Unpaid Fees**

Should fees remain unpaid after 7 days, the following action will be taken:

1. A letter will be sent requesting payment of outstanding fees within 3 days.
2. A final reminder will be sent requesting outstanding fees.
3. Should the fees continue to remain unpaid, then the child will forfeit their place at Pavilion Pirates Preschool and legal advice will be sought.

**Registration Fees**

When a parent/carer registers their child for a place, a £65 registration fee is charged. This fee covers the cost of an administration charge and also includes a preschool

t-shirt when they start.

**Holidays**

If a parent removes a child for a holiday during term time, then the usual full fees will be charged.

**Illness**

* If a child is absent due to illness for up to 4 weeks, then full fees will be charged
* If a child is absent due to illness for an extended period of time, then please speak to the Business Finance Manager.
* COVID 19 – Fees will be charged if a child tests positive for coronavirus or has to isolate due to Government guidelines unless the preschool is closed by either the preschool or Public Health.

**Unpaid Cheques**

Parents/carers will be expected to pay any bank charges incurred by the preschool as a result of their cheque/s being returned unpaid. The parent/carer will then be expected to settle all future fees by cash.

**10.13 Fees Policy**

**This policy was adopted by Pavilion Pirates Preschool CIO**

**On 21.07.2021**

**Date reviewed Annually or as required**

**Signed on behalf of the provider**

**Name and Role of Signatory Linda Noble (Trustee/NI)**

**Signed on behalf of the provider**

**Name and Role of Signatory Helen Travers (Trustee)**

**REVIEW DATE 21.07.2024**