

The Catholic Academy Trust in East Berkshire
St Mary's Catholic Pre School

Manager:
Mrs. Truman

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St Mary's Catholic Pre-School
Cookham Road
Maidenhead
Berkshire
SL6 7EG

Fees Policy – spring 2017

Policy statement

St Mary's Catholic Pre-School is a fair and competitively priced non-profit making setting. We aim to offer a high quality service, in a safe and stimulating environment where the needs of individual children are met. Sessions run 09.00 - 12.00 and 12.30 - 15.30 Monday - Friday, term time only. We have several inset days throughout the year which are not chargeable and these are notified in advance.

Nursery Education Funding (NEF)

St Mary's Catholic Pre-School are in receipt of NEF for three and four year olds. This is available the term following your child's third birthday. NEF will fund up to 3 hours a day, 5 days a week.

Charges

For children not in receipt of NEF there will be a charge of £16.00 per session. An increase to the fees will be implemented annually and this will be reflected in the 'Parents Handbook' If you claim the NEF for your child for another setting other than the Pre-School then the session charge of £16.00 will apply

Sickness

If a child is absent due to sickness or other reasons the fee will remain payable as staff need to be employed and paid. In the case of continuing illness please speak to the Manager as fees for such absences are at the discretion of the Governing Body.

Holidays

The Pre-school is closed on all Bank Holidays and no fee will be collected for these days. If a child has a planned holiday that falls during term time fees will remain payable for the period of absence.

Payment of fees

Invoices are posted to parents during the first week of term. Fees can be paid either weekly, monthly or each half term. Payment for invoices can be made by bank transfer, cash or cheque. Fees should be placed in an envelope clearly marked with the child's name and amount enclosed and handed to the Office Manager. These envelopes will be placed in

a draw in a locked filing cabinet until banked, normally on a weekly basis. Cheques should be made payable to St Mary's Catholic Pre-School. A receipt for payment of fees will be handed to parents

Late payment of fees

Fees should be paid within 14 days of the date on the invoice. If payment is not made within this timescale a reminder will be sent to the parent/carer and payment should be received within 7 days. If fees continue to be outstanding the parent will be sent a further letter explaining that proceedings through the small claims court will be instigated to reclaim the outstanding amount. Parents will also be required to withdraw their child until the outstanding fee is paid.

If your child is in receipt of Nursery Education Funding, the Pre-School will inform the Royal Borough of Windsor and Maidenhead to advise that your child is not in attendance due to non-payment of fees and we will not claim the NEF during this time.

Should a problem arise regarding payment of fees parents should speak to the Pre-School Manager or Office Manager as soon as possible to enable the Pre School to come to an agreement regarding payment. Confidentially will be assured.

Working Tax Credit

If you are in receipt of Working Tax Credit your child may be eligible for 2 year funding. Further information can be obtained at 2yearfunding@rbwm.gov.uk or 01628 685959.

Termination of the contract

St Mary's Catholic Pre-school reserves the right to terminate the contract without notice in the event of unsuitable behaviour by parents or non-payment of fees following the non-payment procedure. At all other times one months notice in writing will be given.

If you wish to terminate your contract with St Mary's Pre-School 4 weeks notice in writing is required.

This policy was ratified by the Governing Body on:

Date:.....

Signed:.....

This policy will be reviewed every two years or as necessary