



## R7: Pricing Policy

### Policy Statement

It is the Cabin Pre-schools policy to set our fee level to ensure we can meet our EYFS requirements. We do not pressure parents to enrol their children and try to offer parents flexibility to send their children to their preferred sessions.

### Procedures

- At The Cabin we are registered to receive D.F.E.S Nursery Education Grant funding. Children receive funding from the funding period following their third birthday. Funding periods run from 1 September to 31 December, 1 January to 31 March and 1 April to 31 August. Parents are free to use their funding at any registered setting.
- Cabin Pre-school are also registered for children in receipt of 2 year old grant funding.
- Children in receipt of the Nursery Education Funding or 2 Year old grants are entitled to a maximum of 15 hours of funded sessions per week for 38 weeks a year. The Cabin will not open for more than 38 weeks in a school year and so children using their grant funding at the Pre-school will have the cost of all their normal sessions met by the funding. Our term dates are similar to local primary school dates and are published to parents and available on request.
- Fees are payable on a termly basis and each school year consists of six terms. Parents are notified of the required fees at the start of each term on a paper invoice.
- The payment, whether BAC's, vouchers, cheque or cash, should be returned to The Cabin Pre-school by the deadline date. Fee payments are checked by the Cabin Treasurer and entered onto the fee register. You can request a receipt if required.
- However payment is made, fees are payable regardless of whether your child is able to attend or not, i.e. holiday or illness. We also ask that 1 term notice is given before withdrawing your child from Cabin. If notice is not given we reserve the right to charge fees for a maximum of 1 term. This also applies to children in receipt of the Nursery Education Grant.
- If a child starts mid-term the fees will be calculated and adjusted accordingly by the Treasurer.
- Any fee related queries will be dealt with jointly by the Cabin Manager and Treasurer.
- Non-payment of fees will be dealt with promptly and all arrears will be paid before the next term. Automated reminder e-mails are issued and late payments will incur charges of £5 per week overdue. Persistent non-payment will mean loss of your child's additional sessions and any siblings who may wish to attend in the future may be only offered Nursery Education Grant sessions.
- Fees will be reviewed annually, and may also be adjusted at the Committee's discretion.

This policy was adopted at a meeting of the Pre School Committee	
Date of Meeting	14/02/2017
Signed on behalf of the Management Committee	H Baker
Role of Signatory (e.g Chairperson/owner)	Trustee/Treasurer
Review Date	14/02/2018