

# Stepping Stone Pre School

## Fees & Charges Policy



- **Membership**

To join the committee a person must be a 'member' of the Pre School. When a child joins the school the parents automatically become members. Any other person wishing to join the committee therefore (e.g. an ex parent) will be required to pay a membership fee of 50p. For further information see constitution part 4

- **Admission Fee**

Each child starting the school will be required to pay an admission fee of £15. If a registration fee has been paid this will cover the admission fee

- **Registration Fee**

To join the waiting list a registration fee of £15 must be received for each child to be considered for a place when the waiting list closes

- **Fees**

Children who do not receive a nursery grant of any kind will be charged a fee per session. Children who attend more than 1 setting and attend more free hours than can be claimed will be charged the normal school fee per session for the balance. Fees can be paid by cheque, cash or internet banking.

- **Late Payment Fees (from 1<sup>st</sup> January 2009)**

There will be a charge of £5 per week for any fees not received by the given due date. Cheques are not to be post dated. Payments made online must be in our bank on the given due date.

- **Top up Fees**

We are currently not charging any top-up fees

- **Late Collection of children**

We currently do not charge a late collection fee

- **Bank charges**

If we incur bank charges due to unpaid cheques the charge will be passed onto the parent

- **Fees in Lieu of Notice**

Notice as per the contract is 1 full term or £100 will be charged. Extenuating circumstances apply. Each case is judged on its own merit. Please read your pre school contract

This policy was adopted by the Pre School at a meeting on 1<sup>st</sup> December 2008

To be reviewed December 2009