

HAGLEY PRIMARY SCHOOL

KINDERGARTEN

Payment Policy and Procedure

This policy applies to the payment by parents/carers of fees, school lunch, consumables and other chargeable activities as they occur.

Fees

- Fees where applicable will be invoiced each term
- In the event of long term sickness each case will be reviewed individually initially by the Kindergarten manager and then by HPS Care Limited directors
- Full fees are payable when holidays are taken during term time
- In the event Kindergarten is closed due to snow or any other natural event, half fees will be payable for the days involved
- There will be no fees payable for TED days
- Should a child leave Kindergarten for any reason other than transfer to primary school then a minimum of one month's notice is required or alternatively one month's fees in lieu.
- **Once allocated a term's notice will be required if sessions are declined or failing that, payment in lieu.**

Nursery Education Funding

- Kindergarten is registered accept Nursery Education funding which entitles all 3 and 4 year olds to 15 hours per week for 38 weeks of the year free of charge. Eligible 3 and 4 year olds are entitled to an additional 15 hours of funding.
- All funding can be shared with other registered providers subject to their terms at the time of attendance.
- Kindergarten accepts funding per week in multiples of 15 minutes, i.e. 1 hour, 1.25, 1.5 or 1.75.
- Hours attended in excess of these hours will be charged at our current rate.

School lunch

- Payment is due for lunch provided and payable directly to "Alliance in Partnership" via Kindergarten.

Consumables

- A small voluntary charge is made on entry to cover the cost of consumables such as art/craft and other similar resources which are used to enrich the curriculum we offer together with essentials such as tissues/wipes.

Activities

- Participation in extra activities is optional, activities committed to will be charged at the full rate.

Payment of all monies will be due either by the date specified on the invoice or by arrangement with the Kindergarten manager, we accept payment in instalments. Where parents/carers are experiencing financial difficulties they should speak in confidence to the Kindergarten manager on receipt of invoice or at the latest by the due date.

Payment will be accepted by cheque, on-line transfer, cash or childcare vouchers.

If monies are not paid by the date due or date arranged then the following procedure will be followed:

1. Verbal/email reminder
2. Letter
3. Place withdrawn or other action as agreed by the Kindergarten manager and/or Management committee

This policy was compiled by the Kindergarten Management committee on: 16 June 2010 (latest revision: July 2019) and is to be reviewed annually.

Signed *Gail Hall* Kindergarten Manager

