

HETTY Fee Policy

Once you have been offered a place at the preschool, you will be required to sign a contract and register form.

A minimum of 4 weeks' notice in writing will be given for any proposed changes to fees.

If your child is absent from the preschool, charges will still apply, however, in special/exceptional circumstances you may request a meeting with the manager to discuss your child's absence

If you cannot pay your fees on time, it is important that you contact the manager at HETTY immediately to let us know. Where possible we may be able to agree a payment plan to enable you to keep your child's place

You will be issued with a monthly statement detailing your fees to enable you to manage your account

Term time fees are charged for the whole of the school term. Public holidays and closure dates will not be charged **Charges for holiday periods:**

Holidays should be booked 4 weeks in advance for full year contracts only, there will be no refund for periods booked but not used.

Children on term time contracts do not qualify for holiday allowance within the school calendar year.

Preschool fees:

Preschool fees will be calculated over the year. Public Holidays and closure dates will not be charged

Children who have a funded early years and childcare place are required to book sessions for all non-funded days 4 weeks in advance. There will be no refund for sessions booked but not used.

Children who do not have a funded early years place are contracted for the full year.

Methods of payment:

Cash: Cash payments must be paid weekly in advance at the HETTY office.

Cheques: As with cash, paid weekly in advance and made payable to *HETTY Preschool or Hoole Enterprise Trust Time for You*.

Standing order: This is the preferred method of payment.

All payments can be made weekly/monthly. Bank details can be obtained via the HETTY office.

Childcare vouchers: We accept all childcare vouchers; you should contact your employer to enquire about these.

Funded sessions - We are registered with our Local Authority to provide the 15/30 hours free funded sessions for children aged 2, 3 or 4. We have separate policy where we discuss in details how the 15 /30 hours are delivered. Please have a look at our Free Early Years Entitlement Policy/childcare Best start in life. It is Parents/cares responsibility to update the 15/30 hour codes 3 times a year

Additional costs:

Snack and other consumables are a voluntary contribution based on how many hours your child attends.

HETTY allows all eligible children within our setting to use the 15/30 hours without any extra costing this is why we rely heavily on the consumables donation.

Late collection of your child will be charged at £5.00 per 15 mins.

Emergency cover - if you require additional cover this will be subject to availability and paid for in advance.

Wrap around care –Ad-hoc sessions /bookings are charged at a higher rate due to the extra admin work. Children attending school clubs who wish to cancel may still be charged if it is a temporary cancelation or your place will be cancelled however you may not get this place back due to high demand.

For those children on a permanent contract if you require a swap within the same week this will be done with at your usual price if HETTY has sufficient space and staff ratio's

Tax credits - families who are in receipt of tax credits must keep them up to date with any changes to their childcare arrangements. HMRC regularly contact us for information regarding childcare fees and we are legally obliged to provide them with accurate information.

HETTY Nursery Fee Policy

This policy was adopted at a meeting of HETTY preschool staff & Trustees

Preschool: HETTY (Hoole Enterprise Trust Time for You)

Policy: HETTY Nursery Fee Policy

To Aid: Staff, parents

Date Approved: September 2023

Review Date: September 2024
April 2025 ,
24/08/2026

Denise Bowes