

Charging Policy

Introduction

We believe in open communication with our parents and staff. We set our prices and charges at a level to maintain the financial sustainability of Pavilion Pre School and our Breakfast and After School Clubs, whilst at the same time providing good value for money. This pricing policy is presented to explain fees and charges for our breakfast and after school club.

Breakfast Club

The Breakfast Club is charged at £5.50 per session, per child.

A sibling discount of 50p per session applies where more than one sibling attends Breakfast Club. The discounted rate is therefore £5.00 per session for each additional sibling.

After School Club

The After School Club is charged at £12.00 per session, per child.

A sibling discount of £1.00 per session applies where more than one sibling attends After School Club. The discounted rate is therefore £11.00 per session for each additional sibling.

Bookings and Cancellations

Sessions must be booked upon registration. Once confirmed, sessions will roll over each term until your child leaves or you wish to change your booked sessions. There is no requirement to rebook at the start of each term.

Once a session has been booked, the charge will apply whether or not the child attends, unless the session is cancelled within the notice period specified by Pavilion Preschool.

Deposit

A deposit equal to 2 weeks fees is payable upon registration. This will be held on account until such time as your child leaves Pavilion. It will be allocated against your final invoice and refunded if necessary.

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Payment

Invoices for our packages will be issued to parents prior to the first working day of each month. Invoices will be issued electronically via Parenta. Payment can be made via Parenta by credit or debit card, or bank transfer. Payment is usually due within 14 days after the invoice is issued unless otherwise stated.

We do not charge a fee for late payments however, we reserve the right to withdraw your child where payment is not received.

Where there is an outstanding balance, parents will receive reminders periodically providing details of the amount that may be outstanding and any payments made. Arrears should be settled as soon as possible. If payment is not received in a timely manner, we reserve the right to withdraw your child's place.

Any parent who has a query regarding payment of fees should contact club@pavilionpreschool.org.

Payment will be due even if your child does not attend due to holidays or sickness. The charity's trustees will consider an individual written request for non payment for events such as but not limited to; hospital admission, long term sickness. No payment shall be made for Bank Holidays, inset days or when breakfast and/or after school club closes early.

Late Collection

Children attending After School Club must be collected by the agreed collection time. Any late collection will be managed in accordance with the late collection procedure and may incur an additional charge.

This policy was adopted in September 2026.

It will be reviewed annually or as and when required.

Last updated 21.09.26

Signed by Chair of Trustees:



Signed by Operations Manager:

