



## Pricing Policy

### Policy Statement

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 Preschool and Clubs, whilst at the same time providing good value for money. This pricing policy is presented to ensure that all adults connected with Pavilion Preschool and Clubs fully understand our charging structure. Pavilion Pre School is a registered charity 518169. Any profit is always reinvested into the preschool and clubs.

### Registration

A refundable deposit equal to 2 weeks fees is payable upon confirmation of a place at Cubs and receipt of a completed registration form for children.

### Session costs

Our wraparound provision consists of a breakfast session and after school session.

Breakfast 07.45 am - 09.00 am	£5.50
After School 15.00 - 17.45	£12.50

A sibling discount is offered as follows:

Breakfast	£0.50 per child
After School	£1.00 per child

We reserve the right to make an extra charge of £20.00 between 17.45 pm and 18.00 pm for the late collection of children. A further charge of £5.00 per 15

minutes will be incurred after 18.00 pm. This is to cover any staff overtime costs that may be incurred.

## Payment

Invoices are issued at the end of each month for sessions attended.

- Payment should be made by bank transfer. Details are included on the invoice
- Childcare voucher, Tax Free Childcare payments and Student Loan(Childcare Grant) payments are accepted. Parents should inform the Club Manager of the voucher scheme they use and the reference numbers where applicable.
- Invoices must be paid by the due date indicated
- Where there is an outstanding balance, parents will be issued reminders periodically to provide details of outstanding balances and payments to date
- Timings of payments are outlined in the invoice but can be modified with prior approval
- Any parent who has a query regarding fees or difficulty in paying should contact the Pavilion Club Manager. Any information discussed will be treated in the strictest confidence.
- Fees are due even if a child does not attend due to holidays etc. The only exception to this rule is if a child is admitted to hospital. The committee will consider an individual written request if any other circumstances arise where a parent feels a refund is due
- Arrears should be settled as soon as possible. If payments are not received Pavilion Preschool and Clubs reserves the right to withdraw a child's place.
- Where no payments are received a final reminder invoice will be issued and the case will be referred to the committee for review. The committee may make the decision to withdraw the offer of a place and seek recompense through the Courts.

This policy was adopted in May 2022

This policy will be reviewed annually or as required.

Last updated: 10.11.22

Signed by the Pre-School Committee: .....

Signed by the Clubs Manager: .....