



Broomley Pre-School
Main Road, Stocksfield
Northumberland
NE43 7NN
Tel: 07555799041
Registered Charity No. 1069127

Fees Policy

Broomley Pre-school aim to offer a high quality service, in a safe and stimulating environment where the needs of individual children are met

We offer this service from:

9am – 12pm

12pm - 3pm

Monday to Friday

We also offer wrap around care 8am-9am and 3pm-5.30pm @£5.00 per hour.

Government funding entitles each child to free nursery education for 15/30 hours per week (depending on circumstances). Any extra sessions will be charged at £5.00 per hour or £15.00 per half day (9am-12pm), £30.00 a full day (9am-3pm)

We plan our staffing levels for sessions well in advance in order to operate safely; we therefore need notice of changes to numbers and thus our income. 4 weeks written notice is required of a child leaving the Pre-school or reducing their sessions, otherwise fees in lieu of notice will be charged. Please note no refund is made for sickness or absence from the Pre-school.

Payment of Fees

Invoices for payment of extra sessions will be sent each term. Payment can be made using cash or our preferred method of payment via BACS, where possible. Our account details are:-

Sort code: 77-20-39

Account: 16265160

Broomley pre-school Reg Charity 1069127

Please put your child's initial and surname followed by 'FEES' as a reference (e.g. TJONESFEES) so it can be accounted for accordingly.

Fees should be paid within 14 days of the invoice date given on the bill. If payment is not made within this timescale a reminder will be sent to the parent/guardian and payment should be received as soon as possible or within 7 days. If you have any problems please talk to the manager and a payment plan can be put in place.

If fees continue to be outstanding the parent will be sent a formal written reminder and an additional charge of 5% of the outstanding amount will be added to the bill. We also have the right to commence proceedings through the small claims court in order to reclaim the outstanding amount. Parents will be asked to withdraw their child from any extra hours attended until the outstanding fee is paid. Any child who is receiving Nursery Education Funding will be able to remain at pre-school for their funded hours only.

Should a problem arise concerning payment of fees, parents should speak to the pre-school manager. Please feel assured that any such conversations will remain confidential at all times.

This policy was adopted at a committee meeting of

Broomley Pre School

Held on: April 2023

Date to be reviewed - April 2024

Signed on behalf of the management committee:

Name of signatory - Vanessa Hucklesby

Role of signatory - Chairperson