

Hornbeams Fees Policy

Hornbeams Preschool provides a fabulous learning environment for 2-4 year olds. We are able to offer funded and non-funded sessions and are open Mon to Fri from 9am – 3pm for 3-4 year olds and Mon-Thurs pm for 2 year olds.

- Non-funded or additional sessions are subject to availability and staffing. Please ask for further details.
- Children have the option of having a hot school meal (£2.80) or alternatively they can bring their own healthy packed lunch at no extra cost.
- Whilst we do not currently charge for extra consumables that your child may need e.g. nappies, we reserve the right to do so.
- The school Headteacher with the local governing body regularly review the additional fees payable for non-funded sessions or additional sessions and will provide 1 months' notice to parents and carers of any increase.
- The current fees for additional non-funded hours are £5.80 for 2 years old and £5.50 for 3 to 4 year olds. All non-funded fees are payable 2 weeks in advance. One months' notice must be provided to cancel your child's place.
- Please note that all payments are non-refundable, and child absences and holidays taken within term-time must be paid for to ensure the sustainability and viability of our setting.

Late Payment

- If fees are not paid on the agreed day the setting will notify the parent or carer in writing to request immediate payment. If parents or carers are experiencing difficulties they are advised to speak to the school office, who will assist where possible to ease the situation and try to find a workable solution.
- If fees are paid persistently late or not paid with no explanation, the setting reserves the right to terminate the child's place with immediate effect.
- Late collection of children after the official finish time of 3.00pm will incur a fine of £5 per child per day. Persistent late collection of children may jeopardise a child's place at the setting. If additional payments are not made, or parents do not speak to the Headteacher to discuss the situation, the child's place may be terminated.
- Parents or carers must give one months' notice in writing should they wish to terminate their child's place at the setting and payment for one months' notice period must be received in full.