



Fee Structure

Here at Smarden preschool we believe in open communication with all parents/carers and staff. Therefore this fees structure will assist everyone to understand our charging.

Opening times: We operate for 38 weeks a year, term time only, and closing on bank holidays. We are open Monday to Friday from 9 am to 3 pm.

Pricing: Fees are payable termly in advance, you will receive an invoice the first week every term, outlining amount and pay deadline date. (you do have the opportunity to pay weekly, or monthly with prior agreement), the fees are reviewed annually in the month of September each year. And any changes to current rates will be advised in writing, at least 1 term before the increase. Our fees do not include any outings, celebrations, or entertainment that is in addition to our usual activities.

Full day session – 9am – 3pm	£36
AM Session – 9am – 12pm	£18
PM Session – 12pm – 3pm	£18
Hourly rate for additional hours accessed	£6

Illness/absence: No refund will be given in the event of a child's absence due to illness, holiday or any other reason.

Closures: Should the preschool be unable to open due to bad weather or any other unforeseen circumstances, parents will be refunded any chargeable sessions, or have it discounted from their next invoice. Should a closure need to take place mid way through a session, a refund will not be given in this instance.

Late pick up: Children must be collected promptly at the end of their session/day. Should a parent/carer fail to collect their child/ren within 15 minutes of the session/days end a late collection fee of £10 will be charged.

Late payments: Fees are to be paid within 30 days of the invoice date. If you are experiencing financial hardship please speak, in confidence, to the manager so that alternative payment

arrangements can be made. If without negotiation fees are not settled, we are left with no alternative but to withdraw your child's place in line with our bad debt procedure. Children in receipt of free early education will be able to access their funded hours only.

Deposit: We ask for £50 deposit upon acceptance of your child's place. If your child is accessing free early education hours only the deposit will not be charged.

Payment methods: Invoices can be settled by cash, credit/debit card or BACS payment. We are also registered for on-line government Tax-free Child-care scheme. Our bank details are included at the bottom of each invoice if you do choose to pay by BACS

Snacks and meals: Please note there is no charge for snacks, the charge for a hot meal is £2.15 per day.