

## **PRICING POLICY**

**As a non-profit making organization we are committed to keeping our fees as low as possible. Prices are set to reflect the economic nature of the area we serve as well as the costs of providing high standards of care and education for all children.**

**In order to ensure that our prices reflect the above statement we:**

- Comply with all regulations set by the Devon Early Years Partnership so as to be eligible for the early years grant money available from the government to fund all three and four year old children.
- Review our fees annually and give one term's notice of any changes being made.
- Only run lunch club and afternoon sessions when there are enough children booked on these to make them viable.
- Monitor income and expenditure on a monthly basis.
- Produce an annual financial report for parents.

**We ask parents / carers to:**

- Book all sessions in advance, including lunch club and afternoon sessions, using the attendance tables put up in the entrance lobby at the beginning of each term.
- Pay for all sessions booked on the attendance tables.
- Pay for all sessions half termly in advance, (flexible payment systems are available and these should be discussed with the manager).
- Note that fees are non refundable, except in exceptional circumstances, and then only at the discretion of the treasurer.
- Pay for trips, visits and special events on a voluntary basis. We try to keep these costs to a minimum by using parent volunteers to transport children and by avoiding places with costly entrance fees. However, some trips and visits will inevitably incur extra costs and so we make a small charge for these. Parents / carers are notified well in advance where trips and visits need to be paid for.
- Repay any unused grant money. Acceptance of government funding for three and four year olds binds parents / carers to taking up all sessions claimed for. The pre-school will charge parents / carers for missed sessions (except where a child has been ill) as it is government policy to seek repayment of unused funding.

***This policy was adopted at a meeting of the pre-school held on  
..... (date)***

***Signed on behalf of the pre-school .....***