

# Finance Procedure



**Holding Fee** – A non-refundable holding fee of £50 is requested of all families with non-funded places on our waiting list. This amount is then deducted from your first invoice after your child joins us. If your child has funded place with us, there is no holding fee to pay. Places are allocated in accordance with our admission policy, which is based on a fair system. (See 'Admissions Policy').

**Uniform** - There is no compulsory uniform charge, and Mill Grove jumpers/t-shirts are available to buy in setting: Jumper £10 / T-shirt £7.

**Fees** – 2yr olds: Fees are £22 per session  
3/4yr olds: Fees are £21 per session

Note: the 2yr rate drops to £21 the \*half term\* after your child turns 3yrs.

Fees are requested to be paid via bank transfer. Payment is required in advance and on a half-termly basis. Invoices are sent out via email near to the beginning of each half term with a due date included. Payment is due as early as possible to ensure that we can meet our financial commitments. Invoice receipts are provided on request.

Our bank details are included on the invoice for your convenience and we ask that your child's name is included as a reference for your payment. We also take child-care vouchers and for your information our Ofsted no. is ~ 128 475.

Fees remain payable in spite of family holidays, bank holidays or illness/absence or self-isolation etc.

Non-payment by the due date (without prior discussion with the Manager) may result in a place no longer being made available for your child.

**Late Fees** – We are an understanding and flexible setting and when parents have the occasional issue surrounding pick up we appreciate being communicated with and are willing to help where we can. However, when late pick-ups become a regular occurrence the following late fees apply:

**Morning session:**      if you pick up later than 12.15pm, you will be charged £5 until 12.30pm  
9.15am-12.15pm      The fee then doubles thereafter in 15-minute intervals

**Afternoon &  
All-Day Children:**      if you pick up later than 3.15pm, you will be charged £5 until 3.30pm  
The fee doubles thereafter in 15-minute intervals

**Voluntary Donations** – As a charitable trust, Mill Grove Pre-school does not exist for profit. We therefore ask for voluntary donations from time to time. E.g. End of Term parties / Farm Day.

*All requests for financial support are on a voluntary basis.*

**Updated: December 2022 // Review Date: December 2023**