



Church Road, Swanmore, Hampshire SO32 2PA

Tel No: 01489 893779

## RESERVATION FORM

Child's Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Child's date of birth \_\_\_/\_\_\_/\_\_\_

Name of Parents/Guardians \_\_\_\_\_

I wish to reserve a place for my child to start Swanmore Pre-School from

\_\_\_\_\_ term \_\_\_\_\_.

(Children need to be 2 years 6 months of age to start Pre-School)

Please indicate your preferred sessions below if known at this stage. Please note our policy is that children must start with no less than 2 sessions. This can be increased once your child has settled in, subject to availability.

My preferred sessions are – (Please Tick)

Monday am      Tuesday am      Wednesday am      Thursday am      Friday am

Monday pm      Tuesday pm      Wednesday pm      Friday pm

**Tuesday and Friday pm sessions will be available from January 2011 subject to demand**

I enclose my \*£35.00 reservation fee (cheques payable to Swanmore Pre-School)

Signed \_\_\_\_\_

Date \_\_\_/\_\_\_/\_\_\_

Please return to -      Mrs Debbie White. Manager

Church Road, Swanmore, Southampton, Hants, SO32 2PA

\* This amount reserves your child's place and covers administration and visit day costs of £15. Your child will also receive a book bag when they start at Pre-School., the remaining £20 will be deducted from your first half term fees. Please read the fees policy attached.

## Fees Policy

### Statement of intent:

**Swanmore Pre-School will charge a fee per 3-hour session for all non-voucher children attending, on a half termly basis. Fees will be kept as low as possible in order to cover costs. These fees will be payable during the half term to which they apply and will be payable in a timely manner.**

### Aim:

We aim to provide quality childcare at low-cost, by charging an appropriate fee to cover costs based on numbers of children attending and numbers of staff employed.

### Methods:

In order to achieve this aim:

1. The Treasurer will work out a budget in advance of the new school year and fees will be set accordingly. Fees will not be set to cover the cost of new equipment or extras; these will be paid for through fundraising.
2. Should numbers of children attending fall significantly, the budget will be reviewed and the fees increased accordingly with one months notice to all parents and carers.
3. Should numbers of children attending rise to the maximum, the budget will be reviewed and if significant profit is expected, then the fees will be reduced accordingly.
4. Fees will be requested by letter from the Treasurer and handed out at Pre-School during the first week of each half term.
5. All fees are payable in full within 7 days of receiving the letter, unless the committee has previously agreed otherwise with the parent/carer. If family circumstances change and special payment terms are required then we ask that parents/carers please speak with a member of staff.
6. Should fees remain unpaid after 7 days, the following action will be taken:
  - A letter signed by the Treasurer will be issued requesting payment of the outstanding fees within 3 days
  - A final reminder will be issued by the Treasurer
  - Should the fees continue to remain unpaid then the child will forfeit their place at Swanmore Pre-School and legal advice will be sought
7. When a parent/carer registers their child for a place, then a £35 registration fee is charged. £15 of this covers the costs of a book bag for the child. Photographs, welcome pack, a preliminary visit and administrative costs. The remaining £20 is deducted from the parent/carers first bill for fees. Should the parent/carer give less than a months notice of either a change of start date or cancellation of place then the £20 will not be refunded or deducted from the first bill.

8. If a parent removes a child for a holiday during term time then the usual full fees will be charged.
9. If a child is absent due to illness for up to 4 weeks then full fees will be charged. If the child is absent due to illness for more than 4 weeks then please speak to the Manager.

This policy will be reviewed annually. This policy was adopted at a meeting of Swanmore Pre-School, held in September 2011.

Signed on behalf of the Management Committee

Chairperson

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