



09 Early years practice procedures

09.2b Fee Payment During Absence Policy

Purpose

This policy explains how fees are managed when a child is absent from the preschool due to sickness, holidays, or other personal reasons. It ensures fairness and consistency for all families while supporting the sustainability of our setting.

Overview

Fees are required to be paid in full even when a child is absent. This includes absences due to illness, family holidays, appointments, or any other personal circumstances.

Reason for Continued Fees

- **Running costs remain the same:** Staffing, utilities, resources, and day-to-day operational expenses continue regardless of individual attendance.
- **Your child's place is held:** Each child has a reserved place that cannot be offered to another family during their absence. Continued fees ensure that this place remains available for your child when they return.
- **Sustainability of the setting:** As a charity, we rely on consistent fee income to maintain high-quality care and learning opportunities for all children.

Absence Due to Sickness

If a child is unwell and unable to attend, fees will still be charged for the missed sessions.

Absence Due to Holidays or Planned Leave

Families choosing to take holidays or planned time off are required to continue paying fees for the sessions their child would normally attend.

Exceptional Circumstances

In rare cases, management may offer a discretionary goodwill gesture. These decisions are made on an individual basis and do not set a precedent for future absences.

Agreement

By enrolling a child at the preschool, parents and carers agree to this fee structure and understand that fees remain payable during all absences.