# **Covid-19 Response – Setting Fees & Charges Guideline**

As you are all very aware, the current Covid-19 response has changed our daily lives dramatically and put many pressures on families and businesses.

In light of the current changes to educational and childcare settings, we have put many measures in place to provide support to those most in need and offer as much guidance and support as we possibly can.

From a sustainability perspective, these changes have put us under immense pressure and we are operating at a bare minimum level both on the ground and financially. We want the setting to remain sustainable for our children and families and for us to be in a position to open quickly and effectively once this crisis has been taken charge of.

Therefore, we are proposing the following in line with Government guidelines for a ‘fair’ approach:

* For the 2 weeks we are closed (Monday 23rd March to Friday 3rd April) we will refund 50% of fees and 100% of consumable charges already paid to date.
* If your child will be attending the setting from 6th April for the two weeks Easter holiday, fees & charges will be carried over (please note we will be closed for the bank holidays during this period with fees still chargeable as normal).
* For children attending as their parent(s) are critical workers, fees and charges will remain in place as per our normal policy. Additional sessions will be charged normally.
* For children NOT attending due to the Covid-19 response, fees will be reduced by 50% and invoiced at the beginning of each term as our normal policy.
* For children NOT attending due to the Covid-19 response, the consumable charge of £2.80 per day will be waived.
* For parents unwilling to meet us halfway in our Covid-19 sustainability efforts, we will offer a reduced notice period from 4 weeks to 2 weeks, meaning two weeks 50% reduced fees will be due and your child’s place with us will be offered to another on our waiting list.

The Country is currently facing a very difficult situation at the moment and we understand the stresses and strains on many people and businesses

Here at the Organic Forest Kindergarten, we are trying our absolute best to make sure plans are workable and sustainable for all.  Most UK settings have chosen to keep 100% fees in place and only offer support to parents where BOTH are key workers, but we simply don't see this as fair. Reducing our fees by 50% means that we'll be working at the absolute minimum and staff can avoid being laid off whilst the setting can remain open and able to quickly reopen the gates once the Covid-19 response has been effectively dealt with.

If you have any questions about our Covid-19 Response, please email us & we’ll be happy to help.