**Fees Structure**

At our pre-school we believe in open communication with all parents/carers and staff. Therefore, this fee’s structure will assist everyone to understand our charging.

**Opening times:** We operate for 38 weeks per year, closing on bank holidays. We are open Monday, Tuesday and Thursday from 9am to 3pm; and Wednesday and Friday from 9am to 12pm.

**Pricing:** Fees are payable termly in advance and are reviewed annually in the month of April each year. Any changes to current rates will be advised in writing, at least one term in advance. Our fees do not include any outings, celebrations or entertainment that is in addition to our usual session activities.

**Registration Fees: £20 (Non-refundable)**

A non-refundable registration fees applies to all new children

|  |  |
| --- | --- |
| Full Day (9am to 3pm) …2-3-year-old | £46 |
| Morning(9-12am) or Afternoon(12-3pm) session…. 2-3-year-old | £23 |
| Full Day (9am to 3pm) …3-4-year-old | £42 |
| Morning(am) or Afternoon(pm) session…. 3-4-year-old | £21 |
| Hourly rate for extra or top up hours  | £7.50 |

**Illness/absence:** No refund will be given in the event of a child’s absence due to illness, holiday or any other reason.

**Closures:** Should the pre-school be unable to open due to bad weather or any other unforeseen circumstances, parents will be refunded for a chargeable session or have it discounted from their next invoice. Should closure need to take place part way through a session, a refund will not be given in this instance.

**Late pick up:** Children must be collected promptly at the end of a session/day. Should a parent fail to collect their child within 5 minutes of the session/day end, a late collection fee of £3 will be charged, and a further £20 per every half hour thereafter.

**Late payments:** Fees are to be paid within 5 working days of the invoice date. If you are experiencing financial hardship please speak, in confidence, to the owner/manager so that alternative payment arrangements can be made. If without negotiation fees are not settled, we are left with no alternative but to withdraw your child’s place in line with our Debt recovery or unpaid fees Procedure. Children in receipt of Free Early Education will be able to access their funded hours only.

The preschool reserve the right to charge a late payment fee of up to £15 per month on any outstanding fees.

**Payment methods:** Invoices can be settled by BACS payment. We are also registered for the on-line Government Tax Free Childcare Scheme. Please speak to the owner/manager for our bank details.

**Snacks and Lunch meals:** Please note a small fee of 50p per day is charge for snacks. Children in receipt of Free Early Education are required to bring in their own meal for lunch.

**Free Early Education and Childcare for two, three and four year olds**

**Free Early Education:** The Department for Education states that children must not attend a funded session for longer than 10 hours a day and access no more than two sites a day and no more than 4 providers in any one week. No session is to start before 6am or finish after 8pm.

**Two-year-olds:** Some two-year-olds may be eligible to receive up to 15 hours funding known as the Free for Two Scheme (FF2) which is subject to meeting certain eligibility criteria. For more information, please speak to the manager. Eligible date ranges are shown in the table below.

**Three- and four-year-olds (The Universal Entitlement):** All children become eligible for up to 15 hours Free Early Education the term after their third birthday. Eligible date ranges are shown in the table below.

**Three and four year olds of working parents (The Extended Entitlement):** Some children may qualify for up to an additional 15 hours Free Early Education which is subject to meeting certain eligibility criteria. For more information, please speak to the owner/manager.

Fees will be charged and you will be invoiced for hours used if your 30 hours code eligibility check results is invalid or found but not eligible for the current term.

A child is entitled for Free Early Education at the start of the term after their second (if eligible), or third birthday in line with the Department for Education table below:

|  |  |
| --- | --- |
| **A child born on or between** | **Will become eligible for a free place from** |
| 1st January and 31st March | **April**-The Start of Term 5 following their second or third birthday (after April Holiday) |
| 1st April and 31st August | **September**-The Start of Term 1 following their second or third birthday (after Summer Holiday) |
| 1st September and 31st December | **January**-The Start of Term 3 following their second or third birthday (after Christmas/New Year Holiday) |

**Our delivery patterns:** The following information details how your child can access their Free Early Education hours at this pre-school/nursery.

**Totally free Universal hours pattern over …38…weeks:** Two-, three- and four-year-olds will be funded to a maximum of 15 hours per week.

|  |  |
| --- | --- |
| Full Day …9…am to…3…pm | …18… hours free over …38…weeks (term time) |
| Morning Session …9…am to…12.pm | …15… hours free over …38…weeks (term time) |
| Afternoon Session ..12..pm to..3..pm | …15… hours free over …38…weeks (term time) |

**Totally free Extended pattern over …38…weeks:** Eligible three- and four-year-olds will be funded to a maximum of **24 hours** per week.

|  |  |
| --- | --- |
| Full Day …9…am to…3…pm | …18… hours free over …38…weeks (term time) |
| Morning Session …9…am to12...pm | …15… hours free over …38…weeks (term time) |
| Afternoon Session …12…pm to…3…pm | …9… hours free over …38…weeks (term time) |

**Chargeable Patterns Including Free Early Education Hours:**

|  |  |
| --- | --- |
| Full Day…9…am to…3…pm  | …18… hours free plus a charge of £…21 or £42… |
| Morning Session…9…am to …3…pm | …15… hours free plus a charge of £…21 or £42… |
| Afternoon Session…12…pm to…3…pm  | …9… hours free plus a charge of £21 or £42 or £63… |

Children accessing sessions outside of their Free Early Education will be charged at our current rates as shown in the table on page 1. You will be invoiced in the usual way showing how many free hours your child has accessed in that period and what the additional charges are.

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