**** **CAPEL PRE-SCHOOL** Reg Charity No: 271366

Capel Village Hall, Falmouth Place, Five Oak Green, Tonbridge, Kent TN12 6RD

 Tel 01892 833363 Mob 07936 151326

Email: admin@capelpreschoolfiveoakgreen.com website: [www.capelpreschoolfiveoakgreen.com](http://www.capelpreschoolfiveoakgreen.com)

Dear Parents,

Within this letter you will find details of our Fees Structure so that you fully understand our charging. Our fees are fully inclusive of all drinks and snacks. We are open for 38 weeks of the year, closing on Bank Holidays. Our fees do not include any outings, celebrations or entertainment that is in addition to our usual session activities.

**REGISTRATION:** When you register your child with us you will be asked to pay an administration charge of £15. Once you join Pre-School this will be refunded with your first invoice, or if you are only using funding will be reimbursed to you within 6 weeks of starting with us. If you do not, for any reason, take up your place the administration fee will not be refunded.

**FEES**: Fees are payable termly in advance, in accordance with the rates in force at the time. Fees are reviewed from time to time by the Chair and Treasurer in consultation with the Pre-School Management Committee. Any changes in fees will be advised in writing with as much notice as possible, but never less than one term.

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| Full Day | £45.50 |
| Morning Session | £19.50 |
| Afternoon Session | £19.50 |
| Lunch Session | £6.50 |

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

**CLOSURES**: In the event that Pre-School closes, due to bad weather or for any unforseen event, for a whole or part of a session, no refunds or alternative sessions will be offered.

**LATE PICK UP**: Children must be collected promptly at the end of a session/day. Should a parent fail to collect their child within 15 minutes of the session/day end, a late collection fee of £10 will be charged for every 15 minutes or part thereof until the child is collected.

**LATE PAYMENTS**: Fees are to be paid at your child’s first session of a new term. If you are experiencing financial hardship please speak, in confidence, to our Administrator, Alison, or to our Treasurer so that alternative arrangements can be made as early as possible. Our Treasurer’s name is Gregg Pilcher and he can be contacted on 01892 838010 during office hours.

**PAYMENT METHODS**: Invoices can be settled before the end of the first week of term by cash, cheques or by BACS. We also accept Child Care Vouchers.

**FREE EARLY EDUCATION**: Under the Government Scheme once your child reaches the age limit set by the KCC published boundary dates your child is eligible for 15 hours free education. Our Administrator monitors the dates of birth and will send you a Parental Declaration Form to complete with your invoice when this is applicable. To enable us to claim for your child’s hours you must sign the Declaration Form before the published date required. Failure to comply with these rules may result in us not being able to claim your child’s funding. In these circumstances you are responsible for payment of the invoice in full.

Each child will be funded for a maximum of 15 hours per week over a minimum of 2 days over the 38 weeks of the Pre-School year.

You may split your funding between 2 providers up to the maximum of 15 hours.

Parents should also complete the Parental Declaration Form to apply for Free for 2 funding for 2 year old children, funding under the 30 Hours Scheme and Early Year’s Pupil Premium. If you think you are eligible for any of these types of funding then visit <https://www.childcarechoices.gov.uk/> or speak to our Administrator.

We also accept Childcare Vouchers and are signed up to the Tax Free Childcare scheme (which you can find out more about on the Childcare Choices website too).

If your child attends more that the funded 15 hours per week, you will be invoiced for these at the current rates, unless your child’s eligibility for 30 hours funding has been processed. Your invoice will clearly show for how many hours your child is funded and how many charged at the going rates.

**CHANGING SESSIONS/LEAVING PRE-SCHOOL:** A Session Request Form will be sent out to you before your child starts at Pre-School and you need to apply for the sessions you require throughout the whole academic year. Please make sure you say when you wish to add in the extra sessions if necessary.

Should you need to reduce sessions, or if you need to leave Pre-School for any reason, a term’s notice in writing is required. Without this you will still be responsible for paying the next term’s fees.

Finally, should you require any further information regarding anything detailed in this letter then please speak to our Administrator, Alison, in the first instance.

Kind regards,

Alison Smith, Administrator