



Fee Structure Policy

Pre-school Manager: Nicky Benson-Dare

This policy will be reviewed annually. It will also be revised following any concerns and/or updates to national and local guidance and procedures.



Statement

At St Peter's Busy Bees Pre-school we believe in open communication with all parents/carers and staff. We present this fee structure in order to ensure that everyone fully understands our prices and how our charges are calculated. Our fee structure is fully inclusive of all drinks and snacks. We are open for 38 weeks per year, closing on Bank Holidays. Our fees do not include any outings, celebrations or entertainment that is in addition to our usual sessional activities.

Procedures

FEES: Fees are payable monthly in advance, in accordance with the rates in force at the time. Fees are reviewed annually, in September of each year, or in the event of any changes to the Department of Education Code of Practice. Any changes to current rates will be advised in writing, at least one term in advance.

Morning Session (9am-12.45pm)	£20.63
All Day (9am-2.30pm) £ 30.25	£30.25
Hourly Rate	£5.50

(Fees correct at time of printing 31/8/21)

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/carers 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.

LATE PICK UP: Children must be collected promptly at the end of a session/day. Should a parent fail to collect their child within 30 minutes of the session ending, a late collection fee of £5.00 will be charged, and a further £5.00 for every half hour thereafter. Two staff members will remain with the child until they are collected.

LATE PAYMENTS: Fees are to be paid by the date stated on the invoice. If you are experiencing financial hardship please speak, in confidence, to the manager so that alternative payment arrangements can be made or if a weekly/monthly payment plan can be put into place.

Once the due date has passed, the setting's financial administrator, on instruction from the manager, will begin the process to retrieve the amount owed. If without negotiation, fees are not settled, we are left with no alternative but to withdraw a child's place and if necessary take legal action to recover the amount owed.



Children in receipt of Free Early Education funding will be unable to access any additional fee paying hours until outstanding fees are settled.

PAYMENT METHODS: Cash, childcare vouchers, cheques or direct bank transfer are all accepted to settle Invoices.

FREE EARLY EDUCATION (FEE): The following information details how your child can access their FEE hours at this pre-school.

FEE and ADDITIONAL FEES: All children become eligible for Free Early Education the term after they become 3. Some 2 year olds may also be eligible for funding. Parents/carers are asked to check with the manager to find out if their child qualifies. A child is eligible for FEE 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 April and 31st August	Start of term 1, in September, following their 2nd/3rd birthday
1st September and 31st December	Start of term 3, in January, following their 2 nd/3rd birthday
1st January and 31st March	Start of term 5, in April, following their 2 nd/3rd birthday

FEE OVER 38 WEEKS: Each child will be funded to a maximum of 15 hours per week (570 hours over the 38 week year) over a minimum of 2 days. No session is to be longer than 10 hours per day or shorter than 2.5 hours per day for 38 weeks per year.

“Qualifying children are entitled to 570 hours of free education over 38weeks a year. However depending on which days your child attends this may not be possible, due to bank holidays and staff development days. We will inform you if this is the case and offer an alternative.

Equally it may be that the days attended by your child may exceed the 570 hours, if this is the case we will inform you and these sessions can either be charged or relinquished.”

At this pre-school the FEE hours are offered in the following formats.



Morning Session – 9am – 12.45pm (4 days a week)	3.75 hours free early education daily
Full Day Session – 9am-2.30pm (2 days a week)	5.5 hours of early education.

For all 2, 3 and 4 year old children accessing their FEE hours only, the following pattern is:
Monday, Tuesday, Thursday & Friday 9am-12.45pm.

Children can access their Free Early Education within these time frames in a pattern suitable to both themselves and the pre-school.

Children attending non-funded days/sessions in addition to their FEE will be charged at our current rates as shown in the table on page 1. Invoices will be sent out in the usual way showing how many free hours your child is receiving in that period and what the additional charges are.

Please note that the FEE can be split between 2 providers up to a maximum of 15 hours