

## FEES STRUCTURE FOR EAST FARLEIGH PRE-SCHOOL 2018-19

At East Farleigh Pre-school we believe in open communication with all parents/carers and staff and are therefore presenting this fees structure in order to ensure everyone fully understands our charging. We are open for 38 weeks per year, closing on Bank Holidays, Polling Days and Inset Days. Our fees do not include any outings, celebrations or entertainment that is in addition to our usual session activities. During the course of the academic year we hold additional special events such as our Christmas Fayre, Easter Bazaar, Sports Day, Parties and annual Summer Outing. East Farleigh Pre-school will schedule these dates within the academic calendar. Children who normally attend on these days will still have funding claimed and will be expected to pay fees.

**FEES:** Fees are payable half termly in advance at the start of each half term. This is in accordance with the rates in force at the time. Fees are reviewed annually and any changes to the current rates will be advised in writing, at least one half term in advance.

Session fee (9.15am – 12.15pm Mon- Fri)	£15.00 per session for 3 & 4 year olds £16.00 per session for 2 year olds
Lunch Club fee (12.15-1.15pm Mon, Tue, Wed & Thu) <b>Note: Mon &amp; Tue are dependent on numbers</b>	£5.00 per session for 3 & 4 year olds £6.00 per session for 2 year olds
Afternoon Session fee (Wed & Thu 1.15-2.45pm)	£7.50 per session for 3 & 4 year olds £8.50 per session for 2 year olds

*Please note we operate on a minimum attendance of two sessions a week*

**DEPOSITS:** We charge a £25 deposit to secure your child's place on our waiting list. This will be refunded in your child's first term with us. If you do not take up your child's place this deposit is non-refundable.

### CONSUMABLE CHARGE

We charge a consumable fee of 50p per session which will be invoiced each half term. The consumable charge is to cover items such as but not limited to: wipes, nappy sacks, soaps, tissues, antibacterial sprays, paper towels, cooking ingredients etc., which are items not covered by childcare costs including government funding from the local authority.

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

**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 COLLECTION:** Children must be collected promptly at the end of a session. Should a parent fail to collect their child at session end, a late collection fee of £1.00 for the first 5 minutes will be charged, and a further £1.00 per minute thereafter.

**LATE PAYMENTS:** Fees are to be paid by the end of week 3 of each term. If you are experiencing financial hardship, please speak in confidence to Sarah or Nicki so that alternative payment arrangements can be made. If without negotiation, fees are not settled East Farleigh Pre-school will automatically apply a late payment penalty of £10 to the following term's invoice and reserve the

right to withdraw your child's place until payment is received. Children in receipt of Free Early Education will be unable to access any additional fee paying hours until outstanding fees are settled.

**PAYMENT METHODS:** Invoices can be settled by cash, directly into the bank/bank transfer, cheque or childcare vouchers. Please make cheques payable to East Farleigh Pre-school.

**FUNDED EARLY EDUCATION:** All children become eligible for Funded Early Education the term after they become 3 years old. Some 2 year olds may also be eligible for funding and parents are asked to check with Sarah or Nicki to find out if their child qualifies for this.

A child is eligible for Funded 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:

<b>A CHILD BORN ON OR BETWEEN</b>	<b>WILL BECOME ELIGIBLE FOR A FUNDED PLACE FROM</b>
1 <sup>st</sup> April and 31 <sup>st</sup> August	Start of term 1, in September, following their 2 <sup>nd</sup> /3 <sup>rd</sup> birthday
1 <sup>st</sup> September and 31 <sup>st</sup> December	Start of term 3, in January, following their 2 <sup>nd</sup> /3 <sup>rd</sup> birthday
1 <sup>st</sup> January and 31 <sup>st</sup> March	Start of term 5, in April, following their 2 <sup>nd</sup> /3 <sup>rd</sup> birthday

#### **FUNDED EARLY EDUCATION OVER 38 WEEKS**

Each child will be funded to a maximum of 15 universal hours per week 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.

#### **30 HOURS FUNDED CHILDCARE – EXTENDED ENTITLEMENT**

Eligible 3 & 4 year olds will be funded up to a maximum of 30 hours per week. No session is to be longer than 10 hours per day for 38 weeks per year.