

## Fee Structure for Pre-School

Believing in Excellence means that the school has key values that all members of our school community live by. These are:

- Respect;
- Resilience;
- Responsibility.

These values apply to three important spheres of life:

- Believing in Excellence for ourselves;
- Believing in Excellence for others;
- Believing in Excellence for our environment.

Date of Policy	June 2018
Date agreed by Governing Body	June 2018
Date of next review	June 2019
Lead Member of Staff	Headteacher / Head of Primary Phase / Resources Manager

## Fee Structure

The Cavendish Pre-School is committed to providing high quality, flexible childcare for families. However, providing a high quality, safe and stimulating service for children is not cheap and to ensure the continuing high standards and sustainability of the pre-school, it must ask that parent(s)/carer(s) adhere to its fee payment structure. The level of fees will be set by The Cavendish School and reviewed annually in light of the pre-school's financial position, its future strategic plans and any other broader economic or social considerations deemed relevant.

This document should be read in conjunction with the Admissions for Pre-School Policy.

### 1. Fees 2018-2019

Our fees are currently £6.90 an hour for children aged 2 and £5.85 an hour for those aged 3 and above. This is how the session fees are calculated. We do not currently offer the opportunity to book single hours. Please see below;

For children aged 2 years.

Sessions	Times	Fees
Morning Session	8.30am – 11.30am	£20.70
Lunch Club	11.30pm – 12.30pm	£6.90
Afternoon Session	12.30pm – 3.30pm	£20.70
Full day	8.30am – 3.30pm	£48.30
Full day claiming 6 hours funding	8.30am - 3.30pm	£6.90
Full day claiming 3 hours funding	8.30am – 3.30pm	£27.60

For children aged 3 years and over

<b>Children aged 3 to under 5 years can claim up to 30 hours funding.</b>		
Sessions	Times	Fees
Morning Session	8.30am – 11.30am	£17.55
Lunch Club	11.30am – 12.30pm	£5.85
Afternoon Session	12.30pm – 3.30pm	£17.55
Full day	8.30am – 3.30pm	£40.95
Full day claiming 6 hours funding	8.30am – 3.30pm	£5.85
Full day claiming 3 hours funding	8.30am – 3.30pm	£23.40

All sessions for both 2 and 3 Year Olds are subject to availability.

EYEE (funded) sessions are morning and afternoon sessions only. Children attending to 12.30pm, from 11.30pm or full day incur the lunch club fees being charged. (ie the 1 hour lunch club charge plus the cost of a school dinner if children are having a hot meal)

School Dinners - The charge for a hot school dinner meal will be the same price as it is for the primary children (currently £2.10). If this price changes during the year, the school will notify parents, and the new price will become payable.

## 2. EYEE Funding

For children aged 3-5 years, starting at the beginning of the school term following their child's 3rd birthday, the government provides a maximum of 15 hours funding per week, across 38 weeks of the year. The government have introduced 30 hours funding for some families who have children aged 3 and 4. The eligibility start dates are the same for those who are eligible for 2 year old funding.

More details on all the types of funding the government offers and how to apply can be found at <https://www.childcarechoices.gov.uk>

Children who are 3 between:	Will be entitled to a free place from the following:
1st January and 31st March	1st April
1st April and 31 August	1st September
1st September and 31 December	1st January

## 3. Payment

Payment of fees should be made monthly **in advance**, via bank transfer or a voucher scheme through your place of employment.

## 4. Deposits

On accepting a pre-school place the parent(s)/carer(s) will be asked for a £100 deposit plus a non-refundable registration fee of £15 (siblings/twins will each incur their own deposit and registration fee). Deposits will be refunded either via a deduction from your final invoice or once your child has left the pre-school and any outstanding balances have been paid.

Deposits are not required for children who will only be accessing their free EYEE funded hours. Those accessing 30 hours childcare incur a lunch time charge and a deposit will be required. Exceptions to this will be considered on a case by case basis.

## 5. Late payment

Fees should be paid in advance. If payment is not made by 7<sup>th</sup> of the next month (ie by 7<sup>th</sup> May for April's invoice) at the very latest, a late payment charge of £12.00 will be incurred. The pre-school will inform the parent(s)/carer(s) of the outstanding amount due both verbally and in writing. If payment is not received by the 14<sup>th</sup> of the next month, the School has the right to cancel the child's place

## **6. Financial Difficulties**

Parent(s)/carer(s) are encouraged to speak to the Pre-School Leader if they have any queries about the fee structure, or if, for any reason, they are likely to have difficulty in making a payment on time. We understand that some families may experience financial difficulties and we would like to work together to minimise disruption to the child's care and education and also to prevent families from jeopardising their child's place at the pre-school.

## **7. Holiday and sickness absence**

Fees will still be due if a child is on holiday or absent during pre-school time. Fees are still payable in the event of sickness. If a child is absent from pre-school for a period of sickness that is expected to be longer than 14 days then parent(s)/carer(s) contact the pre-school lead as all cases are considered on an individual basis.

If a child is absent for more than 14 days and there has been no contact from the parent(s)/carer(s), we will assume the parent(s)/carer(s) no longer require the place for their child. The parent(s)/carer(s) will be charged for any outstanding fees.

## **8. Adverse condition closures**

If the pre-school has to close due to adverse weather or other circumstances outside the control of the school (e.g. power failure) any fees already charged will not be refunded. In the event of any longer term or sustained closure, reductions would be at the Governors' discretion.

## **9. Late Collection Charges**

It is essential that children are collected on time. If a child has not been collected by the end of their session the parent(s)/carer(s) will incur a late collection charge of £5 for the first 10 minutes and a further £1 per minute thereafter. If a child is collected late on a regular basis the parent(s)/carer(s) will be asked to meet with the pre-school lead and the child might be at risk of losing their place at the pre-school.

It is important to note that if a child has not been collected within 30 minutes of the expected time and we have been unable to make contact with an authorised adult, the pre-school will contact the local authority Children's Social Care team to inform them that a child has failed to be collected.

## **10. Changes to Hours/ Termination of Contract**

We require one calendar months' notice, in writing, to reduce or increase your hours or to stop your childcare sessions completely. Your deposit will be held until the final settlement is made. Charges (invoices) will only be changed after the one month's notice has elapsed.