

# Fee Structure for Cavendish Pre-School

from 1<sup>st</sup> September 2023

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

- Respect;
- Resilience;
- Responsibility.

Date of Policy	June 2023
Date agreed by Chief Executive Officer	June 2023
Date of next review	June 2024

## 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 Cavendish Education Trust 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 2023-2024

Our fees are currently £7.55 an hour for children aged 2 and £6.45 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	£22.65
Lunch Club (for those attending for the whole day only)	11.30pm – 12.30pm	£7.55
Afternoon Session	12.30pm – 3.30pm	£22.65
Full day	8.30am – 3.30pm	£52.85
Full day claiming 6 hours funding	8.30am - 3.30pm	£7.55
Full day claiming 3 hours funding	8.30am – 3.30pm	£30.20

For children aged 3 years and over

Children aged 3 to under 5 years can claim up to 30 hours funding.		
Sessions	Times	Fees
Morning Session	8.30am – 11.30am	£19.35
Lunch Club (for those attending for the whole day only)	11.30am – 12.30pm	£6.45
Afternoon Session	12.30pm – 3.30pm	£19.35
Full day	8.30am – 3.30pm	£45.15
Full day claiming 6 hours funding	8.30am – 3.30pm	£6.45
Full day claiming 3 hours funding	8.30am – 3.30pm	£25.80

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

EYEE (funded) sessions are morning and afternoon sessions only. **Children attending for the whole day incur the lunch club fees being charged (ie the 1 hour lunch club charge)**

## 2. EYEE Funding

For children aged 3-5 years, starting at the beginning of the funding 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 has 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 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 (siblings/twins will each incur their own deposit). 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 only. Those accessing 30 hours childcare incur a lunch time charge and a deposit will be required.

Deposits are required from all parents/carers that access **any** paid for (chargeable) hours including lunch club. Deposits will be refunded once your child has left the pre-school and any outstanding balances have been paid. The refund will either be via BACS or by deduction from your final invoice if agreed. Exceptions to this will be considered on a case by case basis.

## 5. Late payment

If fees are not paid on time a late payment charge of £12.00 can be added to your account. In the event of fees becoming more than 7 days overdue from the specified payment date, the child's hours may be reduced or their place offered to another child.

## 6. Financial Difficulties

Parent(s)/carer(s) are encouraged to speak to the Pre-School Teacher 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 teacher 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. heavy snowfall) any fees already charged will not be refunded. In the event of any longer term or sustained closure, reductions would be at the Executive Headteacher's 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 teacher 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, complete with a new booking form 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.