

# LITTLE APPLES PRE-SCHOOL

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Headteacher: Mrs J Coles      Leader: Mrs J Beard

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## Little Apples Pre-School Fees Policy/Terms and Conditions

Speen C of E School operates Pre-School care, which is fair and competitively priced. We aim to offer a high quality service and a safe and stimulating environment where the needs of individual children are met. You are able to book sessions from 08:50 to 14:50 Monday-Friday term time only. Sessions offered are dependent upon demand and may be subject to change each term. Session times and fees are detailed below and will be reviewed on an annual basis:

<i>Session Time</i>	<i>Session Duration</i>	<i>Session fees for 3+ year olds</i>
<b>08.50 – 11.50</b>	<b>3 hours</b>	<b>£16.50</b>
<b>11.50 – 12.50</b>	<b>1 hour</b>	<b>£5.50</b>
<b>12.50 – 14.50</b>	<b>2 hours</b>	<b>£11.00</b>

You can pick your child up earlier than the official end time but will be charged for the full session.

### Daily information

- i. It is expected that children will be dropped off and picked up promptly at the start and end of sessions to avoid disruption to staff and children and allow the smooth running of the Pre-School. In particular, it is important that parents collect their child(ren) promptly at the end of sessions as caring for children who are beyond their session time can push the Pre-School beyond its allowable staff:child ratios. Children who are repeatedly collected late (longer than 15 minutes after the end of session time) will be charged a £3 late fee on each occasion at the discretion of the School.
- ii. Sessions are not transferable between days. If you need to increase or change your sessions, then please discuss this with the Pre-School Leader who will see if your request can be accommodated.
- iii. Should a parent or guardian be asked to collect a child early from their session due to poor behaviour, the fees for the session will not be refunded.
- iv. If a parent is not able to collect their child, and they have nominated another contact to do so, warning must be given in advance and a photograph and name supplied.

### Sickness

If a child is absent due to sickness or other reasons the fee will remain in place, as the Pre-School will have kept the child's place open and still has to employ and pay staff. In the case of continuing illness please speak to the Headteacher as fees for such absences are at the Governors' discretion.

## **Holidays**

The Pre-School is closed on all Bank Holidays, thus no fee is collected for these days. There will also be no charge for in-service training (inset) days, and we will follow the same calendar as Speen C of E School. You will be notified of these at the start of the academic year. We will be closed for the normal half terms, Christmas, Easter and Summer holidays, which will always mirror those of Speen C of E School.

## **Fees**

- i. Fees are payable half-termly in advance and will be invoiced towards the end of the previous half term. Cheques need to be made payable to Buckinghamshire County Council. Fees for the half term must be paid at the latest by the first day of the approaching half term.
- ii. Fee increases: Pre-School fees are reviewed annually and are subject to increase from time to time.
- iii. Fees for ad-hoc sessions in addition to those agreed at the start of the half term will be added to the next half-termly invoice. Fees to be paid on the first day of the new half term.
- iv. Fees are payable in the case of absence due to family holiday, sickness or medical appointments. Should a child be absent due to long-term ill health then it is at the discretion of the Governors whether they decide to waive part or all of the fees payable.
- v. Four weeks' notice, or a payment in lieu of notice, must be given for a child's withdrawal from the Pre-School. Any fees which have been paid beyond this period will be reimbursed.
- vi. Payment of fees by a third party: The Pre-School can accept payment for fees from individuals other than those with parental responsibility. However, such an agreement does not release the parent or guardian from liability for the fees should the third party fail to pay.
- vii. Failure to pay fees within the time period stated in (i) will be dealt with as follows:
  - a. Pre-School staff will discuss with the parent or guardian of the Pre-School child the reasons for late payment. If appropriate they will put in place, with the agreement of the Governors, a payment plan.
  - b. Should fees remain unpaid by the start of the following half term then it will be at the discretion of the Governors as to whether the child is allowed to continue to attend sessions beyond those covered by the state-funded 15 hours' allowance (if applicable).
  - c. The Governors reserve the right to pursue claims for unpaid fees and the parent or guardian is liable to pay all costs, fees and charges reasonably incurred by the Pre-School in the recovery of any unpaid fees.

## **Early Education Funding (EEF)**

Little Apples Pre-School are able to claim EEF Funding for 3 & 4 year olds. This is available the term following your child's 3rd birthday. Buckinghamshire County Council will fund up to 15 hours of session time a week. To access this funding you need to complete EEF registration forms and provide your child's original birth certificate or passport, which the Pre-School Leader will confirm sight of by signing your EEF forms.

### **Hours Funding**

Little Apples Pre-School are able to claim Free Extended Hours Funding for 3 & 4 year olds who have a qualifying 11 digit code. To access this funding you need to complete FE registration forms and provide your child's original birth certificate or passport, which the Pre-School Leader will confirm sight of by signing your FE forms.

If you do not qualify for an 11 digit code, you have the option for your child to attend Pre-School for additional hours on top of the funded hours; these will be billed by Speen C of E School separately. For charges please see the Fees panel on the first page of this Policy.

## **Little Apples Pre-School Fees Policy/Terms and Conditions**

**I have read and agree to the above policy/terms and conditions.**

Parent/Guardian(s) signature(s): \_\_\_\_\_

Please print name(s): \_\_\_\_\_

Date: \_\_\_\_\_

Signed on behalf of the Pre-School: \_\_\_\_\_ (Pre-School Leader)

Date: \_\_\_\_\_

Signed on behalf of the Pre-School: \_\_\_\_\_ (Headteacher)

Date: \_\_\_\_\_

These Terms & Conditions will be reviewed termly.