

# LITTLE APPLES PRE-SCHOOL

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Headteacher: Mrs J Coles Pre-School Leader: Miss K Fisher

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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 morning, afternoon or whole-day sessions from 08:50 to 14:50 Monday-Friday during term time. Sessions offered are dependent upon demand and may be subject to change each term, according to ages of children attending and optimum grouping arrangements. 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>£18</b>
<b>11.50 – 12.50</b>	<b>1 hour</b>	<b>£6</b>
<b>12.50 – 14.50</b>	<b>2 hours</b>	<b>£12</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. Caring for children who are beyond their session time can push the Pre-School beyond its ideal staff: child ratios. Children who are repeatedly collected late (longer than 15 minutes after the end of session time) will be charged a £15 late fee on each occasion at the discretion of the School.
- ii. Sessions are not generally 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 ill health, poor behaviour, the fees for the session will not be refunded as staffing will already be in place for your child.
- iv. If a parent is not able to collect their child, and they have nominated another contact to do so, details must be given in advance and a photograph (where possible) and name supplied.

### Holidays

The Pre-School is closed on Bank Holidays, thus no fee is collected for these days. There will also be no charge for the five in-service training (INSET) days, and we will follow the same school calendar

as the main 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. Little Apples will be invited to attend the end of term church celebrations e.g. Harvest during the Autumn term, the Nativity service in December, Easter service in April and Year 2 Leavers celebration service in July. All but the Harvest celebration, are held on the last day of each term at St John's Church, Lacey Green and usually last around 30 minutes. We ask that you either take your child, or arrange with another parent for them to be taken to the church, and brought back to school afterwards. A normal session will resume once children have returned back to Little Apples.

### **Fees**

- i. Fees are invoiced at the start of each half term and parents are requested to pay by bank transfer (the school's BACS details are on the invoice). Fees for the half term must be paid within two weeks of the invoice being issued.
- 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.
- iv. Fees are payable for absences eg 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 or by company/computer vouchers: The Pre-School can accept payment for fees from individuals other than those with parental responsibility or from company/computer vouchers. 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. Speen School office 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 permitted 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)**

All 3 & 4 year olds are entitled to receive the Universal 15 hours per week. Complete the PPA-U registration form taking care to fill in the box on page 2 if your child accesses part or all of their 15 hours in another setting. This funding is available in the Term after your child turns 3. If you wish your child to start earlier, before the Universal funding is available, and there is space at Little Apples, then please see the Fee panel on the previous page.

The completed PPA-U and registration form should be taken to the School Office at least a week before your child starts along with your child's birth certificate or passport, where our Administrator will confirm sight by signing the appropriate box.

### **Extended Hours Funding**

As the additional 15 hours of Extended Funded Entitlement childcare is not universal, parent(s) need to apply for the 30 hours funding through the HMRC website: [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) If you are eligible you will receive an 11 digit number and you will need to fill in the EEF registration form: PPA-E form taking care to fill in the box on page 2 if your child accesses part of all of their 30 hours in another setting. The completed form should be taken to the School Office along with your child's birth certificate or passport before your child starts, where our Administrator will confirm sighting by signing the appropriate box. Your child is then eligible to take up the 30 hours Funded Entitlement from the start of the term following the confirmation from HMRC. If you wish your child to start earlier, than please see the Fee panel on the first page of this Policy.

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 invoiced by the school separately. For charges please see the Fees panel on the first page of this Policy.

**Date policy last reviewed:                      June 2021**

These Terms & Conditions will be reviewed annually.

## **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: \_\_\_\_\_