**Fees Structure**

At our pre-school we believe in open communication with all parents/carers and staff and are therefore presenting this fees structure in order to ensure that everyone fully understands our charging. Our fee structure is fully inclusive of all drinks and snacks. We are open for 38 weeks per year, closing on Bank Holidays. Our fees do not include any outings, celebrations or entertainment that is in addition to our usual session activities.

**FEES:** Fees are payable termly in advance, in accordance with the rates in force at the time. Fees are reviewed annually, in January of each year, or in the event of any changes to the Code of Practice. Any changes to current rates will be advised in writing, at least one term in advance.

Morning Session £18.00

Afternoon Session £18.00

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

**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 PICK UP:** Children must be collected promptly at the end of a session. Should a parent fail to collect their child within 10 minutes of the session, a late collection fee of £10.00 will be charged, and a further £2.00 per every half hour thereafter.

**LATE PAYMENTS:** Fees are to be paid within 2 weeks of the invoice date. If you are experiencing financial hardship please speak, in confidence, to the manager so that alternative payment arrangements can be made. If without negotiation, fees are not settled, we are left with no alternative but to withdraw your child’s place and if necessary take legal action to recover the amount owed. 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 or cheques. Please make cheques payable to our lady’s Pre-school.

**FREE EARLY EDUCATION (FEE):** The following information details how your child can access their FEE hours at this pre-school/nursery.

**FEE and ADDITIONAL FEES:** All children become eligible for Free Early Education the term after they become 3. Some 2 year olds may also be eligible for funding. Parents/carers are asked to check with the owner/manager to find out if their child qualifies.

A child is eligible for FEE at the start of the term after their second (if eligible), or third birthday in line with the Department for Education table below:

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

**FEE OVER 38 WEEKS**

Each child will be funded to a maximum of 15 or 30 hours per week

At this pre-school the FEE hours are offered in the following formats.

|  |  |
| --- | --- |
| Morning Session - 9am – 12. midday | 3 hours free + £6. per hour |
| Afternoon Session – 12.30pm – 3.30pm | 3 hours free + £6. per hour |

For all 2, 3 and 4 year old children accessing their FEE hours only, the following pattern is: Monday to Friday 9am – 12pm, Monday to Friday 12.30pm – 3.30pm or Monday – Friday 9am – 3pm.

Children attending non-funded days/sessions in addition to their FEE will be charged at our current rates as shown in the table on page 1. You will be invoiced in the usual way showing how many free hours your child is receiving in that period and what the additional charges are.

Please note that the FEE can be split between 2 providers up to a maximum of 15 or 30 hours.