St Joseph’s Pre-school Playgroup

**Fees Policy**

**Statement of intent**

We are a private nursery business committed to providing a high quality service to children and families. We need to cover our costs in order to provide this service. We aim to keep our fees as low as possible and we offer free places to funded three and four year olds and eligible two year olds. We are part of the Tax Free Childcare Scheme.

**Early Years Free Entitlement**

Free places are available under the Early Years Free Entitlement whereby children are entitled to **15 hours per week** for 38 weeks per year free of charge from the term after they turn 3. This is broken up as follows:

Autumn Term (14 weeks): 210 hours

Spring Term (11 weeks): 165 hours

Summer Term (13 weeks): 195 hours

Eligible working families are entitled to **30 hours free** (see Fee Structure for more details). From April 2024 the Government has promised 15 hours free to eligible working families of two year olds.

**Term dates**

We are open for 38 weeks per year. We take into account Brighton and Hove EYFE funding periods when setting our term dates. We publish these as early as possible to allow parents to plan ahead. Our term dates may not be exactly the same as the main school’s; in particular we are likely to start the academic year later in September and we won’t close for additional INSET days.

If we have to close unexpectedly due to circumstances beyond our control (e.g. due to snow) you will not receive any hours in lieu of those lost by your child.

**Registration fee**

We charge a £30.00 registration fee, payable when booking a place. This covers snacks for the time your child is at nursery. The fee is non-refundable.

**Free funded places for 2 year olds**

We offer free places for some 2 year olds; you need to contact the Family Hubs to check your eligibility. We can email you a link on request. If your child is eligible, the same rules apply as for the EYFE detailed above for a standalone free place.

**Paid hours**

Where parents choose to take up extra ‘paid-for’ hours, either for younger children or for extra hours on top of the Early Years Free Entitlement or 2 year funded place, we require a deposit of two weeks’ fees at the time of booking these hours in order to guarantee the place. This deposit will be deducted from the final invoice when the child leaves, as long as the child attends these hours for at least one month, one month’s notice is given and all fee payments are up to date.

We invoice on a half termly basis and you have the option of paying monthly or half termly ***in advance****.* If you choose to pay half termly in advance, you will receive a 10% discount on your fees.

We do not charge fees when we are closed e.g. during school holidays or unexpected closure days - any fees already paid by parents will be credited to the next invoice.

We are registered for tax free childcare, which can save you 20% on your fees.

**Fines for late pick-ups**

Children can easily become distressed when they have not been collected on time. We have a legal limit on how many children we can care for at any one time and we plan staffing according to numbers of children booked in. We therefore have a fine system for late collection as follows (see Fee Structure for current rates).

**Other charges/items you need to provide**

You need to provide a packed lunch for your child if they are staying all day or pay for a Pre-school packed lunch in advance. You need to provide nappies, wipes and creams.

We offer Early Bird and Late Finish options which can be booked and paid for on the day (see Fee Structure for current rates).

**Notice periods**

To reduce your child’s hours, withdraw your child completely or stop taking up extra hours if they are funded, you must give one month’s notice.

**Absence**

You are liable for any fees due even if your child is absent due to sickness, family holiday or any other reason.

If your child is absent for any reason you will not be able to 'swap' hours for a different day. This is because we have to maintain ratios, staffing levels and comply with legal requirements regarding numbers of children present at any one time.

Your child must attend at least 80% of the time in order to keep their place at the Pre-school.

**Problems with payment**

If you are struggling to afford the fees, please contact the Owner. If you are two weeks or more in arrears with fees or if there is recurrent late or non-payment of fees, your child’s place/extra hours will be withdrawn, or their hours may be reduced to a standalone free place. We reserve the right to use a debt collection agency to recover any unpaid fees.

**Late Payment**

You may be charged £1.00 extra per day e.g. if the payment is 3 days late you will be charged £3.00 on top of the amount owing.

**Cash Payment**

We usually accept cash payments for lunches, Early Bird and Late Finish as well as for late collection fines.

**Debts**

We reserve the right to refuse entry to any child if there is *any* money owing and particularly if this is a recurring problem. The debt will need to be paid in full before the child is allowed to return to nursery.

**Fee increases**

Fee rates are reviewed every year and usually increase in September.

*\*If you do not wish to pay for us to provide snacks, you must provide a healthy snack each day for your child such as cut up fruit and crackers/wrap/hot cross bun etc..*

Signed on behalf of St Joseph’s Pre-school Playgroup Limited:

*………Roopal Patel………………………………………….*

Name………Roopal Patel………………………………………

Role…………Owner……………………………………….

Date…………25.5.23……………………………………