

FEES & NURSERY EDUCATION GRANT

POLICY & PROCEDURE

St Augustine of Canterbury Preschool aims to offer an affordable and high quality service to all families in the local parish.

### Session times and the fees for the school year 2015/2016 will be charged as follows:

**3 and 4 Year Olds**

Morning Session: 9.00am to 12.00pm - £12.00 per session (£4.00 per hour)

Afternoon Session: 12.00pm to 3.00pm - £12.00 per session (£4.00 per hour)

WHOLE DAYS 9.00am-3.00pm - £24.00 per session (£4.00 per hour)

**2 Year Olds**

Morning Session: 9.00 am to 12.00 pm - £13.50 per sessions (£4.50 per hour)

Afternoon Session: 12.00 pm to 3.00 pm - £13.50 per session (£4.50 per hour)

WHOLE DAYS: 9.00am-3.00pm - £27.00 per session (£4.50 per hour)

**NB – Rates for 3 and 4 Year Olds will take effect the term after the child’s 3rd Birthday.**

### Once children are eligible for Nursery Education Grant funding, they can choose to use their entitlement at the Preschool, up to a maximum of 15 hours and will therefore no longer be liable for fees. For those who choose not to use any or their entire Preschool grant funding with St Augustine’s Pre-school, then fees will be charged as above.

* Fees are payable at the start of each of the 6 terms. Parents will be provided with an invoice, which must be paid within 2 weeks.
* Fees should be paid electronically via bank transfer. The Preschool will accept childcare vouchers and details of any scheme must be provided to the Preschool and agreed before any payments by vouchers are made.
* Fees are payable for all sessions including sickness and holidays.
* Fees are not payable in the event that a Pre-school session is cancelled, for example for a snow day.
* Four weeks written notice (term time not including school holidays) is required if parents wish to withdraw their child from Preschool. Once your letter has been received Preschool will notify you by email that the notice has been granted.

U**npaid fees**

In the event that fees are not paid within 2 weeks and no agreement has been made with the Administrator or if the payment agreement has been broken, the Administrator will inform the Preschool Manager and Committee Chair and the following procedure will be followed:

* A reminder will be sent to the parents requesting fees to be paid within 1 week (by the following Friday).
* If after this time fees remain unpaid a financial penalty of £10 will be charged, followed by £10 for each week that payment is outstanding.
* In the event that fees remain unpaid after 4 weeks from when they should have initially been paid and no re-payment agreement has been arranged, the preschool will be unable to accommodate the child until payment is received and your place may be lost permanently.
* If a re-payment agreement has been arranged but any payment is not made on time and in full as agreed, the preschool will be unable to accommodate the child until payment is received and your place may be lost permanently.

**Review**

Fees are reviewed annually in April for the following September.

**Nursery Education Grant**

St Augustine of Canterbury Preschool is included in South Gloucestershire Council Directory of Providers and is therefore eligible to claim Nursery Education Grant for children attending. To be eligible for inclusion in the register providers must agree to abide by the ‘Conditions of Nursery Education Grant Funding’. This includes the Sure Start Unit ‘Code of Practice on the provision of free nursery education places for three and four year olds’ and any local conditions set by South Gloucestershire Council.

Grant funding may be also be available for two year old children and pupil premium payments may be available for households with low incomes, receiving benefits or for children with additional needs. Please speak to our Finance Administrator if you think you may qualify.

The following policies and information must be included as conditions of the grant. This relates to the period 1st September 2015 to 31st August 2016.

The agreed term dates for the academic year 2015-2016 are:

Term 1 Thursday 3rd September – Wednesday 21st October

Term 2 Monday 2nd November – Wednesday 16th December

Term 3 Monday 4th January – Friday 5th February

Term 4 Monday 15th February – Friday 25th March

Term 5 Monday 11th April – Friday 27th May

Term 6 Monday 6th June – Tuesday 19th July

The timetable for sessions is as follows:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Monday | Tuesday | Wednesday | Thursday | Friday |
| AM  09.00 – 12.00 | 21 children | 21 children | 21 children | 21 children | 21 children |
| PM  12.00 – 3.00 | 21 children | 21 children | 21 children | 21 children | Staff Planning |

**Length of terms**

Where possible it is our policy to provide the required amount of sessions each grant period. These are as follows:

1st September to 31st December 14 weeks

1st January to 31st March 12 weeks

1st April to 1st August 12 weeks

Where we are not able to meet these requirements, for example due to an early Easter, then we will adjust the term dates either before or after to ensure we provide the full entitlement of 38 weeks. .

**Absences**

You must notify us of all absences. Written confirmation must be provided if your child is away longer than five consecutive days to enable us to claim grant funding. If grant funding is not received you will be charged accordingly.

#### Exceptional Circumstances

If you have difficulty with any of the above policies, please contact the PreSchool Administrator in the first instance and individual cases will be considered.

This Policy was \*adopted/renewed at a meeting held on \_\_29 April 2015\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­­­­­­­­­

Signed on behalf of Pre-school by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed on behalf of Pre-school Staff by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Policy will be reviewed on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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