



FEE POLICY

Fees

Fees for each term are payable on the first session of the term unless by prior arrangement. Weekly payment of fees (by arrangement only) is to be made in advance and must be made by the Friday of the previous week.

Please pay by cash, cheque or online. Cheques made payable to Bolnore Village Pre-School Ltd.

Should you wish to remove your child from the group, or reduce their number of sessions, **a half term's notice is required otherwise a half term's fees will be charged in lieu of notice.**

Fees are payable in advance and are still due if a child is absent either from illness or being on holiday. Sessions that fall on training days or bank holidays during term time have to be paid for.

Absences

Refunds will not be given in any circumstances for any sessions your child does not attend Preschool.

PreSchool Closure

You are not charged for the following:-

Bank holidays

School holidays

If the Preschool is forced to close for unforeseen exceptional reasons such as severe weather conditions, then refunds will not be given for the cancelled session(s).

Fees will be charged at the current rate, stated below. These will be set annually

Non-payment of fees: -

Non-payment of fees will result in the suspension and possible loss of your child's place. Please note that if we do not receive fees we will pass to Solicitors to deal with. This could result in a claim being made through the small claims court.



Current Fees:

Fees September 2018- September 2019

<p>Children attending only funded sessions up to 5 sessions / 15 hours per week (All children are eligible the term after their 3rd birthday. Also 40% of 2 year olds are also eligible. Please ask for details if you are unsure).</p>	<p>No Charge</p>
<p>Children aged over 3 not eligible for funding (attending for more than 15 hours / 5 sessions per week or claiming funding at another provision)</p>	<p>£13.50 per session (£4.50 per hour)</p>
<p>Children under 3 not eligible for funding</p>	<p>£15.30 per session (£5.10 per hour)</p>
<p>Daily Lunch Club (30mins) (only available to children staying all day)</p>	<p>£2.25 (Based on the hourly rate)</p>



Free Entitlement Policy

All children are funded from the term after their third birthday for up to 15 hours per week. This is for 38 weeks of the year divided up over 3 terms. If you wish your child to do more than 15 hours per week between two settings, the additional hours will need to be paid for, unless you are eligible for 30 hour funding. Children may take fewer sessions if you wish. If you wish to build up the sessions your child is taking you must let us know as soon as you know and we will endeavour to accommodate him/her.

To be eligible to claim Free Entitlement, children must start at Preschool prior to the headcount day for the term. Headcount days are usually in January, April and September and are the dates when the setting confirms to West Sussex County Council details of all the children that will be claiming Free Entitlement.

If a child starts after this date, Free Entitlement cannot be claimed until the following term (except in exceptional circumstances). When claiming Free Entitlement, parents are committing to their child attending for the full duration of the session. The preschool is required to keep a record of each child's attendance and the reason for any absence. If a child's attendance is poor, the preschool has an obligation to liaise with WSCC about whether it is appropriate to continue to claim public funds for the child in future periods.

15 hours Free Entitlement

All 3 and 4 year-old children in England are eligible for 570 hours of free early education or childcare per year.

When you can start claiming:

If your child's 3rd birthday falls between 1st January and 31st March, then they can claim funding on or after 1st April

If your child's 3rd birthday falls between 1st April and 31st August, then they can claim funding on or after 1st September

If your child's birthday falls between 1st September and 31st December, then they can claim funding on or after 1st January.

30 hours Free Entitlement

Families where both parents are working (or a sole parent is working in a lone parent family) may be eligible for 30 hours Free Childcare. Parents should check on the Government's web site to see if they are eligible. Where a parent is eligible they will need to apply at <https://www.gov.uk/government/publications/30-hours-free-childcare-eligibility> and provide the nursery with the reference number they are given.



If this number is not provided any hours over the 15 hours will be charged at £4.50 per hour.

Two year old Free Entitlement

If spaces are available, children can start Bolnore Preschool from the September after their second birthday.

Two year old funding may be claimed by parents if they meet the criteria which can be found at <https://www.westsussex.gov.uk/education-children-and-families/childcare-and-early-education/free-childcare-for-2-year-olds/#is-my-child-eligible-for-free-childcare>

To obtain 2 year old funding parents should apply online at <https://www.westsussex.gov.uk/education-children-and-families/childcare-and-early-education/free-childcare-for-2-year-olds/#how-to-apply>

Parents should supply the preschool with the reference number they are given. Parents who are waiting for confirmation of funding will be required to pay for all nursery sessions at £5.30 per hour. In the event of funding not being granted parents will be required to adhere to the four weeks' notice period to change or terminate their sessions.