



## **Pre-School Charging Policy from 31<sup>st</sup> October 2023**

**Pre-School Childcare is available 8.30am to 3.15pm (charges apply).** The Pre-School is open term time only, and is closed for inset days.

### **FREE Funded places**

Children are entitled to a FREE Government funded place for 15 hours per week from the term after their third birthday. Normally the funded sessions are available from 8.30am until 11.30am or 12.15pm to 3.15pm, subject to availability of places.

### **The three cut-off dates for the end of a school term are:**

31<sup>st</sup> August - for birthdays from 1<sup>st</sup> April to 31<sup>st</sup> August, funding begins in September.

31<sup>st</sup> December – for birthdays from 1<sup>st</sup> September to 31<sup>st</sup> December, funding begins in January.

31<sup>st</sup> March – for birthdays from 1<sup>st</sup> January to 31<sup>st</sup> March, funding begins in April.

### **Admission to Nursery**

The Admission Policy is issued to all families as part of the registration process. It is also available via our website and upon request from the school office.

Early Education is offered to families for 38 weeks of the year. The funded hours can be claimed (to the maximum the family is eligible for, subject to availability.

Mon – Fri 8.30am – 3.15pm subject to available places.

### **Starting Pre-School before funding is available**

Your child may start Pre-School when he or she turns three, if a place is available. This means he or she may start in the term on their third birthday. Normal Pre-School charges will apply until funding becomes available. If places become limited, priority will be given to children eligible for funding.

### **Unfunded childcare hours – times and prices**

Morning session 8.30am – 11.30am £15.00 each session, Monday to Friday

Lunch club session 11.30am – 12.15pm £5 each session, Monday to Friday

Afternoon session 12.15pm – 3.15pm £15.00 each session, Monday to Friday

All children will be able to attend lunch club at a cost of £5.00 per day (which is not part of the funded hours). They can book a school meal or bring a packed lunch. The lunch club is subject to availability. It will run Monday to Friday 11.30am to 12.15pm. Please see our payment terms and cancellation policy /illness which apply to lunch club.

### **Charging for Overstone Combined School Staff Offspring**

For Overstone Combined School employees who wish to register their children at the nursery, a discounted rate of 50% will be offered if unfunded hours are required.

### **Additional costs**

Occasionally, we may ask for an additional contribution to cover additional services offered, for example a trip out or a visiting farm.

**Notice of increase in fees**

If we need to increase prices, we will give notice of one month.

**Booking**

Please apply for a place by contacting the school office on 01296 688799. Places must be booked in advance to ensure adequate staffing levels.

**Payment terms**

If your child is not eligible for funding, or is accessing unfunded hours, payment must be made for each half term, no deposit is charged. All parents/carers will be issued an invoice in the first week of each half term. This is payable to school within 7 days of the invoice date. The invoice will provide clear and transparent information concerning the charges as agreed in this policy. It is expected that payments will be made by the school's parentpay system. The Pre-School will also accept childcare vouchers. In exceptional circumstances we will accept cash and cheques payments and receipts will be issued and a change in the invoicing schedule may be accommodated, if requested.

**Eligibility Codes**

If you are in receipt of an extended funded entitlement code, we expect this to be checked in line with HMRC notifications. We also ask this is checked every July if your child intends to continue in our Pre-School in September. If you become ineligible, you will then be expected to pay our private charges for the sessions your child attends.

**Cancellation policy/illness**

Once you have booked a paid place, you are obliged to pay, even if your child does not attend for any reason, including illness and holidays.

**Unavoidable closure of school**

The school policy and procedures apply. Pre-School is closed for the main school holidays and inset days and there is no charge on these days. Should school be closed for reasons beyond our control, you will not be charged for the sessions affected and you will be notified at the same time as the rest of the school.

**Notice period**

We hope that you will not need to leave our Pre-School, but we require notice in writing if your child will no longer be attending. We ask that parents give as much notice as possible, with the minimum being half a term. The fees for that half-term will not be refunded and further payment will be required if your commitment is longer than half a term.

**Late payment fees/debt collection policy**

In cases where payment is late without prior arrangement, your child's place will be terminated for chargeable sessions. Your child will be able to attend any funded sessions that he or she is entitled to. Any outstanding debts will be collected.

**Late collection of children policy**

If you are unexpectedly late to collect your child, please inform the school by telephone immediately. If you are regularly late there will be additional charges (even if you are only accessing the funded hours) and your place may be withdrawn if there is a waiting list.

### **Additional Funding**

We aim to identify all children that may attract any additional funding such as EYPP or SEND and any locally available funding streams with a view to submit a claim/application to support and improve their outcomes. This additional funding is used for additional support to meet need and is not contributory to session costs.

### **Complaints Policy**

Our Complaints Policy is issued to all families as part of the registration process. It is also available via our website and upon request from the school office.

Where parents/carers are not satisfied that their child is receiving the free entitlement in the correct way (as set out in this policy and in Early Education and Childcare Statutory guidance for local authorities), a complaint can be submitted directly to the Chair of Governors.

**Latest review date: 31 October 2023**