



Little Acorns Pre-School

'From little acorns mighty oaks grow'

Stonegate School Pre-School Fee Structure from September 2022

Opening Times – Term Time Mondays to Fridays, 8.45am to 3.15pm

Statement

The Pre-School has a capacity of 12 children for any session. It is our aim to provide early education provision for children in the funding period following their second or third birthday until they reach statutory school age.

All children who meet the eligibility criteria are able to take up to 570 hours of free early education provision per child (15 hours each week over a 38 week academic year). As every Early Years setting can decide how to offer these hours, we offer three options. Parents / Carers should note that there is an additional charge for the lunchtime period.

Children become eligible for funding the term after their second or third birthday (January – April – September). Please contact the School Office if you would like clarification on when your child will become eligible. You will be responsible for your termly invoice if you have not confirmed your eligibility for funded hours booked.

Fee Structure

- Sessions booked in addition to the funded provision are charged at our hourly rate of £7.00.
- Lunchtimes are charged at £3.50. (Hot meals can be purchased at an additional cost).
- Term dates can be found on the School's Website.
- The Pre-School is open for 38 weeks of the year during school term times only. Fees will be charged 6 times a year in line with the 6 school terms.
Autumn Term: September to December (Terms 1 and 2),
Spring Term: January to Easter (Terms 3 and 4),
Summer Term: after Easter holiday to July (Terms 5 and 6).
- East Sussex County Council (ESCC) funding periods run: September – December, January – April, May – July. This is reflected by our termly billing structure.

- An invoice will be raised and issued at the end of the previous term. Payment should be made during the first week of the next term. Fees can be paid through ParentPay, with Cash or via Childcare Vouchers (please provide us with your Childcare Voucher company details). A payment plan can be set-up, if required (please speak to the school office before the end of the previous term to discuss arrangements).
- Fees will still be charged if a child is off sick or on holiday during term time. There may be an exception to this if a child has a long stay (over one week) in hospital and it has been agreed with the Headteacher.
- There is a £25.00 booking fee, which secures your child's place. Following an offer made by the Pre-School, a Pre-School Polo Shirt and Book Bag will be given to the child. The Pre-School has the discretion to keep the booking fee in the event of failure to take up the offered place.
- A term's notice or payment in lieu is required if a place is no longer required. Please contact the School Office in writing.
- There will not be a charge for closures due to exceptional circumstances where the Pre-School remains closed for a continuous period of 3 days or longer. There will not be a charge for a closure due to a School Inset Day.

Additional Fees

- There may be an additional fee for specialist provision.
- **Late Collections** - It is our expectation that children are picked up on time at the end of their sessions. However, for children who are regularly collected late we may, to cover the cost of the two members of staff staying on beyond their allocated hours, charge a fee of £12.00. This would be implemented from 15 minutes after the published end of the session and added to your invoice. We do of course appreciate that situations beyond your control occasionally occur and, in these instances, of course we will not charge the late collection charge. Please telephone us as soon as you think you may be late.
- **Late Payment of Fees** - If fees have not been paid by the third week of a term, then a surcharge will be added to the outstanding balance at a rate 10% of the total invoice or a minimum of £10. We reserve the right to refuse a child's attendance if fees have not been settled in full by the end of a term.

Policy: Fee

Date: September 2022

Review: September 2023

Completed by: Jonathan Elms (Headteacher)

Reviewed by: EYFS Governors Working Party.