

4.4 FEE POLICY

The start and end times and charges for each session are shown in the table below:

Rate per hour £5.75 for aged 3 and above (the term following their 3rd birthday in line with grant funding) and £6,25 per hour for age 2 up until the term following their 3rd birthday

Start Time	End Time	Session charge 2 year olds	Session charge 3/4 year olds
9am	12 noon	£17.25	£15.75
9am	3pm	£34.50	£31.50
12 noon	3pm	£17.25	£15.75

LATE COLLECTION FEE - If you or your representative are more than 5 minutes late to collect your child you will be charged £1.00 per 1 minute until the child is collected.

Charges for additional services offered are:

- Hot lunch - £2.75 per day payable weekly in advance
- Uniform - £6.50 – t-shirt
£11.00 - sweatshirt
Can be purchased from the pre-school office

All session fees are invoiced at the end of the previous term, at least 2 weeks before the start of the term to be charged, including holidays. Each invoice will be for the upcoming half term and are payable in full within 14 days of the invoice date, unless a prior arrangement has been made with the Pre-School Administrator to pay weekly in advance.

Prompt payment of fees is of great importance. If you are having problems paying the fees please talk with the pre-school administrator as soon as possible.

Should fees remain unpaid 14 days after the date of invoicing the following action will be taken:

- A 1st reminder requesting payment of outstanding fees within 7 days will be issued.

- Should the fees remain unpaid a 2nd reminder requesting immediate payment of outstanding fees will be issued.
- Should your fees remain unpaid after the second reminder we reserve the right to terminate your child's place(s) at Our Lady of Lourdes Pre-School.

Fees charged for children eligible for the 3/4 year old Nursery education grant

The Free Entitlement (Nursery Education Grant) for 3 /4year olds funds a maximum of 15 hours per week for 38 weeks of the year, these hours are free, paid for by the local authority.

Any fees charged relate to:

- Hours attended in excess of 15 hours per week
- Weeks not funded by the Nursery Education Grant
- Additional services that are not linked to a Nursery Education Grant funded place

Some working families will also be entitled to 30 hours funding per week. You will need to complete the online application and provide Preschool with your 11 digit code for us to be able to claim on your behalf. It is your responsibility to ensure your code is renewed regularly and should any changes occur you must inform Preschool immediately.

Fees charged for children eligible for the 2 year old Nursery education grant

The Free Entitlement (Nursery Education Grant) for 2 year olds is awarded by a panel to families meeting a set of criteria set by the local authority (please see the manager for more details).

Any fees charged relate to:

- Hours attended in excess of the grant awarded to the child
- Weeks not funded by the Nursery Education Grant
- Additional services that are not linked to a Nursery Education Grant funded place

Providers are entitled to retain Free Entitlement funding for their published notice period up to a maximum of 60 hours (4 weeks) should a parent withdraw their child without notice part way through a term. Parents should be aware that this is likely to reduce the Free Entitlement hours that they can claim from their new provider and they may subsequently be billed for any excess hours.

Pre-School Holidays and Closures

We are open for 38 weeks per year (Term Time only). We also have five Staff Training Inset days per year. Parents/ Carers will be given advanced notice of these. Fees are payable for the 38 weeks.

Fees during Child Absence

If your child is absent from pre-school due to sickness or holiday, all fees must be paid in full, for your child's place to be kept.

Termination of Place

If you wish your child to leave Our Lady of Lourdes Preschool, we require two weeks notice.

This policy was adopted at a meeting of

Held on

_____ (date)

Date to be reviewed

_____ (date)

Signed on behalf of the management
committee

Name of signatory

Role of signatory (e.g. chair/committee)
