



STEEPLE CLAYDON PRE-SCHOOL FEES POLICY

Steeple Claydon Pre-school is an important part of our village community and since September 2021 has become fully integrated into Steeple Claydon School with a full time dedicated Pre-school class teacher. In our fully equipped classroom, shared area and enclosed, secure outside area, we can cover all the needs of a pre-school child, offering a safe, stimulating and happy environment and smooth transition to school life.

FUNDING

Steeple Claydon Pre-school offers 15 hours of free early years education to eligible children aged two, three and four years of age, where spaces and staff ratios allow. Children become entitled to receive 15 hours per week government funding following their second or third birthday in accordance with the table below.

Eligible children who are aged 2 or 3 between	Will have a funded place from the following:
1 st April and 31 st August	1 st Sept following either their 2 nd or 3 rd birthday
1 st September and 31 st December	1 st January following either their 2 nd or 3 rd birthday
1 st January and 31 st March	1 st April following either their 2 nd or 3 rd birthday

Their entitlement continues until either the end of the term in which they become five years old or until they start school.

More information on the funding your child is eligible for can be found via the link below.

<https://familyinfo.buckinghamshire.gov.uk/childcare-and-early-years/paying-childcare/>

SESSION FEES

Fees are charged for children attending sessions which are not covered by government funding

A fee is chargeable per session for all children that are not eligible for funding or for children who have exceeded their funding entitlement. For Academic Year 22/23 the hourly rate is £5.45 per hour, however a child must attend in full session blocks. If attending the lunch time session, the child must also attend either the morning or the afternoon session on the same day.

Session	Session Duration	Rate per session
Morning	8:45 – 11:45	£16.35
Lunch	11:45 – 12:15	£2.73
Afternoon	12:15 – 3:15	£16.35
Full Day	8:45 – 3:15	£35.43

All fees are charged half termly in advance and must be paid before your child attends their first session. Fees will be invoiced directly to the person(s) named on the registration form. Fees are payable during periods of absence from the Pre-school, including sickness and family holidays. Long term sickness will be looked at as an individual case by the governors. Fees are charged at £5.45 per hour for non-funded places.

Session times and prices cannot be adjusted to suit individual needs. Bookings cannot be altered mid-term. Occasional additional sessions can be booked in exceptional circumstances, if we are able to accommodate the increase in numbers within our child: staff ratios, but cannot be swapped with existing sessions. These bookings must be paid for in advance of your child attending the additional session.

LATE PAYMENT OF FEES

Fees should be paid by the requested date issued on the invoice. If it is not possible to pay the fees immediately and in full, please contact the school office as it may be possible to work out a payment plan paying weekly/monthly – confidentiality will be assured.

Steeple Claydon Pre-school reserves the right to charge interest on late fees at the rate of 2% . Children may be excluded from the Pre-school if fees remain outstanding more than 14 days beyond their due date and the registration terminated. In this event legal action will be taken and the relevant costs added to the outstanding fees.

NOTICE PERIOD

Six weeks written notice is required if you no longer require your child's place or wish to withdraw your child from the Pre-school. Fees are payable during the whole of this time. Fees are also payable if there is any delay in taking up the place once accepted.