



**Bishop Cornish Education Centre**  
**Ofsted Registration No: EY397520**



### **Booked Sessions**

Pre-school provides sessional day care (Monday-Friday) within school term time. A morning session (8.30-11.30), lunch session (11.30-12.15) and afternoon session (12.15-3.15). Childcare can only be booked by session and will be charged accordingly with the costings outlined on our website and shown below if your child's weekly hours exceed any government funding or any extra sessions are booked.

### **Funded sessions**

In Cornwall, the Early Years Funding is available for 38 weeks during the school year. This means parents of children aged 3 & 4 can access 15 hours of funded childcare per week for those 38 weeks. For working parents, an additional 15 hours may be available, (and this entitlement can also be claimed for 2 years in our setting) totalling up to 30 hours per week for 38 weeks. Where the number of weeks the setting is open exceeds the number of funded weeks, parents/carers will be notified of any 'unfunded' weeks and can pay for the additional hours via our invoicing system. Attendance of a child within an unfunded week will be optional. Advanced notice will be given of any unfunded weeks and parents/carers can notify the setting if the child will be present, absent or attend reduced hours in that week. If a parent/carer opts for a child to be absent or attending reduced hours in an unfunded week, this will not impact the child's booked/agreed sessions for the remaining funded weeks within the setting.

We are happy for you to 'spilt' your funding between another registered early years provider as long as this is made clear to the setting Manager and is reflected on the completed funding form.

A Stretched Funding Hours option is offered by Cornwall Council. This is where the option to 'stretch' your funded hours over up to 51 weeks instead of the standard 38 weeks is given. This means using fewer hours per week but over a longer period and can be beneficial for some parents where their child attends a dual setting. If you only claim funded hours with us then you would use the 'term time' option. If you are splitting your funding with a setting that is not term time only we will aim to work with you where possible for you to use the 'stretched' option. This must be made clear to the Manager and be reflected on the completed funding form as Cornwall Council set cut off dates where the option of 'term time' or 'stretched' funding can not be amended. It is your responsibility to make sure you do not exceed your funding entitlement.

There is government funding available depending on the age of your child and your household eligibility. You can check your eligibility using the following link:

<https://cornwall.cloud.servelec-synergy.com/SynergyWeb/>

The following website link will help with enquires and questions about funding entitlements – [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

### 3 and 4 year old funding

Government free funding enables us to provide your child with 15 hours of free childcare per week for all children the term **after** your child turns 3. \*this is for all 3 and 4 year olds the term after their 3<sup>rd</sup> birthday

You may be entitled to 30 hours per week if you are eligible before your child's third birthday. (see link above to check this).

Payment for any sessions booked that exceed the Government funded hours are the responsibility of a child's parents/carers.

### 2 year old funding

Funding is also available for some children if parents/carers are eligible, providing they meet the criteria laid down by Cornwall Council. This funding has been extended down to children from age 9 months and over. If you are entitled to this funding you can claim this with us from the day your child turns 2 (you do not need to wait until the term after their birthday).

To claim the funding for your child, you must sign a declaration stating the number of hours for which you are claiming. You can use the funding at more than one childcare provider but you must not exceed 15 or 30 hours (depending on your entitlement). You will also be asked to supply personal information such as your national insurance number and proof of your child's date of birth so that we can check their identity and claim the funding, with your consent we can check if your child is eligible for pupil premium funding.

It is the responsibility of the parent/carer to check your eligibility and provide the setting with your funding code and information requested by the setting to complete the funding claim. Eligibility codes need to be reverified via the parent portal within an academic year. It will be the responsibility of parents/carers to access your parent portal. It will be your responsibility to pay for any outstanding hours of childcare that cannot be claimed.

Please speak to the manager if you have any questions or need further sign posting.

### Fees

Fees are charged on a sessional/daily rate for any sessions booked that are not funded. Invoices are sent out every half term and we ask for these to be paid via bacs payment by the date shown on the invoice.

School meals can be booked daily with pre school staff. Payment for school meals is made via parent pay and we ask any outstanding balance to be cleared at least weekly (by end of each week). School meals are optional. You can provide your child with a home pack lunch if you prefer.

School meals are the only additional, optional extra that is chargeable if the service is used.

Snacks are provided by the setting.

We ask children in nappies/pull ups to send a daily supply of these, plus wet wipes and nappy bags/sacks.

**Our current fees are:** (reviewed annually by Board of Trustees)

Session price	£16.47 age three/four £23.01 age two
Lunch Price	£6.50 all ages £39.44 age three/four
Day cost	£52.52 age two

### **Late collection of children**

We do expect children to be collected on time. Staff ratios are planned in advance to ensure your child is appropriately supervised. If you think you might be late, you must call the Preschool on 01752 848115 as soon as possible. We do ask that you have a backup plan in place to enable the safe collection of your child and that the contact details of other adults approved to collect your child who are aware of the password set on your child's account are shared with the Preschool Manager. Late pickup of your child does become a Safeguarding issue; the Designated Safeguarding Officer will be informed and will contact you to discuss. Pre School closes at 3.15pm when staff finish for the day. Wraparound care is available. You can check availability and prices via:  
[secretary@bishop-cornish.cornwall.sch.uk](mailto:secretary@bishop-cornish.cornwall.sch.uk)

Late collection after any session end time will incur an additional charge of £20.00 per child for every 30 minutes late.

Late collection fees will be added to your next invoice.

### **Review of Charges**

The charges are reviewed each year in the spring term meeting by the trustees and, considering financial planning, increases will be made accordingly. The new fees will start from the following September. There are no discounts for siblings.

### **Ad-hoc Sessions**

These can be booked where there is excess capacity, and this differs each day. The sessions will be filled on a first come first served basis providing the correct staff: children ratios can be maintained every day. The ad hoc sessions will be charged at the usual session price and parents will be invoiced for this and pay it by date shown. If invoices have been sent out for that half term already, the invoice will be due within 24 hours of receipt.

### **Illness or holiday**

There will be no refund for sessions missed due to illness or holiday. Please ring or email the pre-school if your child is ill. If you will be away on holiday, please confirm the dates beforehand.

### **Payment of fees**

Fees are due in advance every half term for that current half term and are non-refundable as they are required to meet the overheads of the preschool. Invoices are issued at the start of every half-term and must be paid within 14 days; the due date will be shown on the invoice. The preschool cannot refund any sessions missed owing to illness, family holidays or for emergency closures.

Fees should be paid by bank transfer or via an employer's childcare voucher scheme. If paying direct to the bank account, please ensure your child's name and preschool is used as a reference. Cash or cheques are not accepted.

### **Late Payment of Fees**

It is our intention to be sympathetic to the needs of your child(ren) when families encounter financial difficulties whilst competently collecting outstanding amounts as they fall due.

Unpaid fees have a detrimental effect on the preschool and it is not a situation which we will leave unresolved. This situation could also result in your child losing their place.

If you are, for any reason, unable to pay the fees due, please speak to either Mrs Dark or Mrs Hale advising of your particular circumstances. We will do our very best to come to an agreement regarding payment. In the event of a personal crisis, we will do our best to resolve the situation for both parties. However, in every event, the outcome is that all outstanding fees must be paid and your child will not be able to attend the sessions over the free funded sessions until the outstanding amount is paid. Your child's place will be offered to parents who are on the waiting list (over and above funded sessions). No further debt will be allowed to build up.

A reminder will be issued a few days before the due date and on the day the fees become overdue. A late payment fee of £20.00 will automatically be added to your next invoice. **If payments are made late for three successive months, then we will request that sessions are prepaid.** If the preschool is unable to recover any outstanding fees, the matter will be referred to the Education Centre lawyers.

### **Notice period**

Increasing your child's sessions – please speak to the manager and we will do our best to accommodate you, but this may not always be possible.

Reducing your child's sessions - We require four weeks' notice, in writing (an email is acceptable), of your intention to reduce the number of sessions your child attends at preschool for invoiced sessions. You will be charged for your child's booked sessions during the four weeks notice period.

Withdrawal from pre-school - We require four weeks' notice, in writing (an email is acceptable), of your intention to withdraw your child from pre-school for invoiced sessions. You will be charged for your child's booked sessions during the four weeks notice period.

May 2024  
Reviewed Sep 24  
Reviewed May 25