



Bishop Cornish Education Centre  
Ofsted Registration No: EY397520



### **BISHOP CORNISH PRE-SCHOOL CHARGING POLICY**

Please respect our charging policy, as the fees charged for pre-school care reflect the safe and stimulating environment the setting provides for children. They also ensure the continued high standards and sustainability of the pre-school.

#### **Booked Sessions**

Pre-school provides sessional day care (Monday-Friday) with a morning session (8.45-11.45), lunch session (11.45-12.30) and afternoon session (12.30-3.30). Childcare can only be booked by session and will be charged accordingly.

Sessions are requested on registration form which is filled in and then placed on a waiting list. These forms are then dealt with in order of when they are received.

#### **Funded sessions provided**

Government free funding enables us to provide your child with 15 hours of free childcare per week or 30 hours if you are eligible. The hours can be claimed in the year from the funding block (term) after your child turns three. Payment for any sessions (hours) booked that exceed the Government funded hours are the responsibility of a child's parents/carers. Funding is also available for some children before the term after their third-year birthday if they are eligible for two-year-old funding, providing they meet the criteria laid down by Cornwall Council. We can signpost parents/carers for assessment of those criteria.

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 child care provider but you must not exceed 15 or 30 hours. You will also be asked to supply your national insurance number and proof of your child's date of birth so that we can check if your child is eligible for pupil premium funding.

#### **Fees**

Fees are charged on a sessional basis for any sessions booked that are not funded. Bills are sent out every half term.

Our current fees are

Session price	£13.00 age three/four £16.00 age two
Lunch Price	£5.00
Day cost	£31.00 age three/four £37.00 age two

These are reviewed each year in the spring term meeting by the trustees and, in light of 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 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 must pay this in full on the day

### **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 send an email or write a letter to confirm the dates beforehand.

### **Payment of fees**

Fees are reviewed in the spring term and any increase is communicated to the parents at the latest via a letter in July for a September start.

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 pre-school. Invoices are issued at the start of every half-term and must be paid by the due date shown on the invoice. A late fee of £10.00 may be incurred if the bill is not paid after the due date. Pre-School cannot refund any sessions missed owing to illness, family holidays or for emergency closures. Sessions include trips out and additional costs of such trips will be payable in addition to session costs.

Fees can be paid by Bank transfer or via an employer's childcare voucher scheme. Cash or cheques are not accepted.

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 pre-school and it is not a situation which we will leave unresolved. Therefore, if you are, for any reason, unable to pay the fees due, please speak to Mrs Hale advising her 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.

### **Notice periods**

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 pre-school. 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. You will be charged for your child's booked sessions during the four weeks notice period.

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