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Stithians Pre-School B4 & L8 Club, Stithians Centre, Stithians, Cornwall TR3 7DH

General\_Enquiries@stithianspreschool.org.uk

Tel: 01209 862727

Charity Registration No. 1032443

Ofsted reference: 102875

**FEES POLICY**

Our Pre-school B4 & L8 Club is a charity and as such, our aim is to run our finances at a suitably sustainable level. We do not aim to make a large profit but to develop a healthy surplus in order to maintain our building, enhance our stock of equipment and to retain contingency funds. Fees are set at a reasonable level in order to fulfil the above objective and are broadly in line with the Early Years Funding and Two Year Old Funding we receive from Cornwall Council. Fees are reviewed annually. The Committee takes full account of financial commitments throughout the year.

**Fees as at January 2025**

**2 year olds Preschool hourly rate = £6.50/hour**

**3+ years Preschool hourly rate = £5.30/hour**

**2 year olds B4 and L8 Club hourly rate = £6.50/hour**

**3+ years B4 and L8 Club hourly rate = £5.60/hour**

3 Hour Session £15.90 (unfunded 3 – 4 year olds)

3 Hour Session £19.50 (unfunded 2 year olds)

B4 Club charges include breakfast.

**Session Times**

Parents/carers are expected to collect their child at the agreed time stated on their childcare agreement or as otherwise agreed in writing. Our core session times are:

* B4 Club Session: 7:30am / 8am to 9am
* Morning Session: 9am to 12pm
* Full Day session: 9am to 3pm
* Afternoon Session: 12pm to 3pm
* L8 Club Session: 3:15pm to 4:15pm / 5pm / 5:55pm

Reasonable adjustments to session times may be considered at the discretion of the Preschool Manager, and are subject to availability and approval.

Children attending B4 Club may be booked in for 1.5 hours (7:30am to 9am) **or** 1 hour (8am to 9am) sessions.

L8 Club sessions run from 3:15pm to 4:15pm; 3:15pm to 5pm; and 3:15pm to 5:55pm. Parents must book their child(ren) into the correct B4 and L8 Club session(s) for their needs, and collect their child(ren) **on time** at the end of the booked session. For further information on fees due to late collection of children, please refer to our Late Collection policy.

**B4 and L8 Club Fee Breakdown by child age and session**

| **Child age** | **Session** | **Fees** |
| --- | --- | --- |
| 2 year olds - £6.50/hour | B4 Club 7:30am to 9am (1.5 hours) | £9.75 per session |
| 2 year olds - £6.50/hour | B4 Club 8am to 9am (1 hour) | £6.50 per session |
| 3+ year olds - £5.60/hour | B4 Club 7:30am to 9am (1.5 hours) | £8.40 per session |
| 3+ year olds - £5.60/hour | B4 Club 8am to 9am (1 hour) | £5.60 per session |
| 2 year olds - £6.50/hour | L8 Club 3:15pm - 4:15pm (1 hour) | £6.50 per session |
| 2 year olds - £6.50/hour | L8 Club 3:15pm - 5pm (1.75 hours) | £11.38 per session |
| 2 year olds - £6.50/hour | L8 Club 3:15pm - 5:55pm (2.7 hours) | £17.35 per session |
| 3+ year olds - £5.60/hour | L8 Club 3:15pm - 4:15pm (1 hour) | £5.60 per session |
| 3+ year olds - £5.60/hour | L8 Club 3:15pm - 5pm (1.75 hours) | £9.80 per session |
| 3+ year olds - £5.60/hour | L8 Club 3:15pm - 5:55pm (2.7 hours) | £15.12 per session |

We offer a 10% sibling discount when siblings attend the same session.

**Sundries and Snack Fees**:  
A charge of 50p per day will be applied to cover the cost of sundries and snacks.

**Ad Hoc Sessions**:  
In the event that a child requires additional or emergency sessions outside of their regular schedule, sessions will be charged at the standard rate outlined above.

#### Payment Terms

When a place at pre-school is accepted, the parent agrees to pay the relevant fees by signing the childcare agreement.

* **Payment Due Dates**:  
  Fees for each session are due monthly in arrears and must be paid by the due date on the invoice (usually 14 days from the date of issue).
* **Accepted Methods of Payment**:  
   We accept the following payment methods:
  + Bank Transfer (Bank details provided on request)
  + Credit/Debit Card
  + Cash (in exceptional circumstances only and at the discretion of the Preschool Manager)
* **Late Payment**:  
  Overdue invoices (invoices paid more than 14 days after the date of issue) will incur a statutory late payment fee of **8%** of the total cost of the invoice, which will be added to any outstanding balance. If payment is not received within 14 days of the invoice due date, a reminder notice will be issued. Continued non-payment will result in the suspension of the child’s place. For further information about late payment of fees, please refer to our Non-payment of Fees and Debt Collection policy.

#### Funded Hours and Eligibility

* **Eligibility for Funding**:  
  Government-funded hours (up to 30 hours) are available for children who meet the eligibility criteria. It is the responsibility of the parent/carer to ensure that their eligibility is maintained and to inform us of any changes in funding status.
* **Providing Documentation**:  
  For children claiming funding, parents/carers must provide their **eligibility code** before the start of each funding period. If the required documents are not provided, the full fee will be charged for hours not covered by funding.
* **End of Funding**:  
  If funding eligibility ends or is suspended, the parent/carer will be responsible for the full payment of the child’s care. We will provide a notice period to inform parents/carers before funding stops.

#### Changes to Fees or Schedule

* **Fee Adjustments**:  
  Fees may be reviewed and adjusted annually, typically at the start of the academic year. Parents/carers will be given at least **one term’s** notice of any fee changes.
* **Changes to Schedule**:  
  If a parent/carer wishes to amend their child’s care schedule (e.g., add or reduce sessions), notice of the proposed changes must be given to Preschool staff in writing. All changes to session times are subject to availability and approval, and are at the discretion of the Preschool Manager. Any changes made within the term may incur additional fees.

#### Absences

* **Regular Attendance**:  
  We understand that children may occasionally miss a session due to illness or other reasons. Fees are due in full regardless of absence, unless otherwise stated in a specific arrangement (e.g., medical conditions, special circumstances).
* **Holidays**:  
  If a child is absent for a family holiday, parents/carers must give a minimum of two weeks’ notice in writing to Preschool staff. Failure to do so may result in session fee charges being applied, at the discretion of the Preschool Manager. Please note that funded hours cannot be “carried over” or refunded for holidays.

#### Refunds and Termination of Place

* **Refunds**:  
  Refunds will not be issued for any missed sessions or part of sessions, except in cases of significant preschool closure due to unforeseen circumstances (e.g., extreme weather conditions, pandemics).
* **Termination of Place**:  
  Parents/carers wishing to withdraw their child from preschool must provide **one month’s** written notice. Failure to do so may result in the full term’s fees being charged, unless in extenuating circumstances and at the discretion of the Preschool Manager.

#### Financial Hardship and Support

We understand that families may face financial hardship from time to time. If you are struggling to meet payments, we encourage you to contact the preschool Business Manager as soon as possible: [finance@stithianspreschool.org.uk](mailto:finance@stithianspreschool.org.uk). We are happy to discuss options such as payment plans or assist in finding support through local government schemes. For further information, please refer to our Non-Payment of Fees and Debt Collection policy.

#### Safeguarding Considerations

In accordance with the **Statutory Framework for the Early Years Foundation Stage (EYFS)** and relevant safeguarding legislation, any action that results in a child’s non-attendance or withdrawal from preschool due to non-payment will be handled with sensitivity and care. The child’s welfare remains our top priority, and we will work closely with families to ensure minimal disruption to the child’s education.

#### Review of Policy

This policy will be reviewed annually, and any changes will be communicated to parents/carers in advance. By signing the childcare agreement, parents/carers acknowledge and accept the terms outlined in this policy.

Adopted by the Manager and Committee …….…Sept 2025………….

Date to be reviewed …Sept 2026…………………………………………

Signed on behalf of Committee ……J Fletcher………………………..

Manager signature …………………………………………..

Date signed: …………………………………………………….