

CATERPILLARS PRE-SCHOOL (SUSSEX) LIMITED

**34. FEES POLICY**

The Preschool ensures that all sections of our community have access to the setting, though open, fair and clearly communicated procedures. This policy relates to all fees charged for sessions relating to term time sessions/ holiday care/breakfast/after school clubs.

1. We aim to keep our fees as low as possible so that no-one is excluded from attending Preschool due to the cost.

1.1. Fees are charged for each session/hour attended at Preschool. Bills are issued based on the number of sessions booked at the beginning of term.

1.2. Fees are not refunded if a child is unable to attend a session through illness, holiday etc Unless authorised via the Setting Manager

1.3. Fees are £24.00 per session, £48.00 per day, and are payable daily, weekly, monthly.

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| --- | --- | --- | --- | --- |
| Monday | Tuesday | Wednesday | Thursday | Friday |
| AM 9.00-12.00 | AM 9.00-12.00 | AM 9.00-12.00 | AM 9.00-12.00 | AM 9.00-12.00 |
| PM 12.00-3.00 | PM 12.00-3.00 | PM 12.00-3.00 | PM 12.00-3.00 | PM 12.00-3.00 |
| ALLDAY 9.00-3.00 | ALLDAY  9.00-3.00 | ALLDAY  9.00-3.00 | ALLDAY  9.00-3.00 | ALLDAY  9.00-3.00 |

1.4. Government funding for up to 15 hours per week is applied for directly by the pre-school for the term after your child’s third birthday (or second birthday if eligible for two-year funding non-working/low income families).

1.5. Working Families that are eligible for the extended funding (30 hours), two-year funding and 9months plus funding, parents must apply online to HMRC (we are happy to assist you in applying). Parents are responsible for updating their eligibility code. If we do not receive an updated code the additional sessions will become payable via the parent.

1.6. The notice period is 4 weeks not including non-term time weeks.

1.7. 9months to Two Year Funding

If you’re working

* You may be eligible for 15 hours a week if your child is 9mths to 2 years old

Apply at: <https://www.gov.uk/apply-free-childcare-if-youre-working>

Non-working/Low income families may be eligible for 2 Year old funding.

Apply at: https://www.westsussex.gov.uk/free-childcare-for-2-year-olds

1.8. We are open 38 weeks per year term time only. Our holiday times run in accordance to the West Sussex academic year. Details of which will be relayed via our termly newsletter.

Bookings will only be available for complete sessions. The pre-school recognises that childcare can be costly, so we encourage eligible parents and carers to claim the childcare element of the Working Tax Credit or Universal Credit.

This policy was adapted by the Manager of Caterpillars Pre-school 05/09/2024

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Name of signatory: Catherine Clark Role of signatory: Manager