

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 precluded 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 – this includes booked holiday care sessions and breakfast and after school clubs. Unless authorised via the Senior Manager

1.3. Fees are £18.00 per session, £36.00 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).

1.5. The extended funding (30 hours) parents have to 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. 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.

1.6.A We do offer Holiday Care and extended hours during the day: Earliest start time: 8am Latest Finish time: 6pm.

These additional hours are charged at £6.00 per hour. We do not stretch funding so the fees will be payable via the parent/carer.

1.7. Free entitlement for Early Years Provision for 2 year olds, is at present awarded using an eligibility criteria. Families can apply for funding themselves using a simple online application form, which is available at [www.westsussex.gov.uk/freechildcare](http://www.westsussex.gov.uk/freechildcare) (website is secure).

1.8. The pre-school will always try to accommodate childcare voucher schemes

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 4th April, 2023

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Name of signatory: Catherine Clark Role of signatory: Manager