



Fees & Payment Policy

Introduction

St Philip's School is registered to provide Government funded early education and childcare as currently available. Parents/carers wishing to purchase additional childcare hours, or who are ineligible for funded provision, can purchase hours at the current published fee rates.

The pre-school admits children from the day after their third birthday.

Sessions, funded hours and fees

The pre-school is open for its core provision from 8:45am to 2:45pm, providing six hours of childcare each day. The morning session runs from 8:45am to 11:45am and the afternoon session runs from 11:45am to 2:45pm.

Funded hours can be accessed across the sessions available to the child in accordance with their funded entitlement and the regular weekly pattern agreed with the pre-school. There is no artificial break in the funded day at lunchtime.

Parents/carers may purchase additional childcare hours where these are outside their child's funded entitlement. Where a child attends the morning session and remains for lunch/extends into the afternoon, the optional lunch provision is chargeable where it falls outside the child's funded entitlement.

There is an optional chargeable session from 2:45pm to 3:15pm.

Current session timings and fees are also published on the school website. Fees are reviewed annually by the School Governing Body.

Parents/carers may choose how many of the available funded sessions they wish to use, subject to availability and the agreed regular weekly pattern.

Uniform

Uniform is not compulsory for children attending pre-school. Families may choose to use school colours or other suitable clothing. Children should wear comfortable

clothing and suitable closed-toe footwear that supports safe, active play and their emerging independence.

Early Years Funding Information

Parents and carers can access the Cambridgeshire County Council Parent/Carer Early Years Funding Information here:

<https://www.cambridgeshire.gov.uk/residents/children-and-families/childcare-and-early-learning/information-for-parents-and-carers/early-years-funding>

Further information and advice about early education and childcare is available through Best Start in Life: <https://beststartinlife.gov.uk/>

Paying fees (where required)

Invoices for fees will be issued through the school office. Payment of fees will be due two weeks from the date of the invoice. The school can arrange payment plans where appropriate.

The pre-school encourages payment by bank transfer. Payments by cheque or cash should be enclosed in a sealed envelope clearly marked with the child's name and the word "Fees".

Fees paid late

The school will send reminders if fees are not paid by the due date. Parents and carers should contact the school promptly if they are in any difficulty over paying fees due.

The school reserves the right to apply a late payment charge if fees are not paid on time and, in exceptional circumstances, to pursue debts through the Small Claims Court.

Changing childcare arrangements

Four weeks' notice is required if parents or carers wish to change which sessions their child is attending. Such requests cannot be guaranteed to be accommodated.

Four weeks' notice is required if parents or carers wish to withdraw their child entirely from the pre-school. This applies to both Government funded and parent-funded places.

Where four weeks' notice is not provided, fees may remain payable for the notice period, where applicable.

Absences

Parents and carers should let the pre-school know if their child is going to be absent from a session.

If a child misses one or more Government funded sessions it is not in general possible to provide replacements.

If a child stops attending without letting the pre-school know for four weeks and without payment (if appropriate), the child's place will be terminated. This also applies to provision that is Government funded.

Pre-School Closure & Fees

If the pre-school must close due to severe weather or other events, any fees otherwise liable will not be charged. It is not possible to offer additional Government funded hours to make up for those missed.

Late Collection Charge

It is important that children are collected promptly at the time stated for the session concerned. Parents and carers who are unavoidably detained should contact the pre-school. If the pre-school is not contacted and this is a repeat occurrence, a charge of £10 plus £1.00 per minute late may be levied. This also applies to Government funded provision.