



Stanbridge Pre-School

Pre-School Fees and Collection of School Fees

Policy

PARENTAL AGREEMENT

Pre-school Fees New Starters

All children who start at Stanbridge Pre-school in the term of their 3rd Birthday are not eligible for funding until the term after their 3rd birthday. The sessions will be charged at a fixed fee per session until they are eligible for funded places. After this the fees will be charged as stated in the next table below.

Pre-school Fees - Funded Sessions

Parents are entitled to up to 15 hours funded child care each week. These can be used flexibly across the week. The hours can be claimed for in different settings, but extra hours must be paid for. From September 2017 you may be eligible for 30 hours of funded child care each week, but eligibility criteria applies to this. In order to staff sessions and claim funding parents will need to state what hours they would like and how they would like to use them (based on availability). These can be changed subject to prior written notice being given by either yourself or the school. Any hours or sessions that are allocated (in excess of 15 hours or 30 hours if you are eligible) must be paid for whether your child attends the sessions or not. The only time this does not apply is if the school is closed for any reason. All fees are subject to change, payable in advance and parents will be notified in writing prior to the change in fees. Ad hoc sessions can be requested and these will be charged. See table below.

School Meals

School meals are £2.20 per meal.

Children attending only afternoon sessions must book their meal in advance each day (before 9.15am) or provide their child with a packed lunch.

Invoicing

All parents will be issued with an invoice stating how much they owe. All fees must be paid within two weeks of invoicing. Fees can be paid by cheque. All cheques to be made payable to Stanbridge Lower School. All fees must be sent to Mrs Davies at the school office. The school office will issue you with a receipt.

Notice of Departure

We require a minimum of two weeks paid notice if you decide to take your child out of Pre-school for any reason.

Failure to Pay Fees

Please speak to Mrs Davies (Family Liaison Officer) if you find yourself in special circumstances. Failure to pay fees could result in the loss of your child's session and the debt forwarded to our legal department in Central Bedfordshire for action.

Morning Session	9am - 12pm £15 per session for those not eligible for funding
Afternoon Session Option 1	12pm - 3.30pm £17.50 per session for those not eligible for funding
Afternoon Session Option 2	12pm - 3pm £15 per session for those not eligible for funding
School Meals	£2.20 per meal
Extra Hours	£5 per hour £2.50 per ½ hour
I have read and understood the Stanbridge Pre-school Policy on payment of fees. By signing the declaration I am stating I will abide by the policy.	
Name:	Date:
	Signature:

Stanbridge Pre-School
Parental Agreement - Funded and Chargeable Hours

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning 9am - 12pm					
Afternoon - Option 1 12pm - 3.30pm					
Afternoon - Option 2 12pm - 3pm					
School Dinners					
Packed Lunch					
Other Settings: I claim my free hours at another setting (please indicate on form)					
These are the hours that I require each week and I give permission for Stanbridge Lower School to claim hours of free funding. I have read and understood the Stanbridge Pre-school Policy on payment of fees.					
Name:		Date:		Signature:	