



# TREETOPS PRE-SCHOOL FEE STRUCTURE 2020

We aim to provide a relaxed, informal and friendly environment where children feel safe and happy.



**Free hours of childcare** At our pre-school we believe in open communication with all parents/carers and staff and are therefore presenting this fees structure in order to ensure that everyone fully understands our charging. We are open for 38 weeks per year, closing on Bank Holidays. Our fees do not include any outings, celebrations or entertainment that is in addition to our usual session activities.

**FEES:** Fees are payable termly, in accordance with the rates in force at the time. Fees are reviewed annually, in July of each year, or in the event of any changes to the Code of Practice. Any changes to current rates will be advised in writing, at least one term in advance.

Full Day	£30
3 Year old Non-funded session	£15
2 Year old Non-funded session	£20
Lunch Session	£2

**PAYMENT METHODS:** Invoices can be settled by BACS, cash or cheques. Please make cheques payable to Treetops Pre-school.

**ILLNESS/ABSENCE:** No refund will be given in the event of a child’s absence due to illness, holiday or any other reason.

**CLOSURES:** Should the pre-school be unable to open due to bad weather or any other unforeseen circumstances, parents will be refunded for a chargeable session or have it discounted from their next invoice. Should closure need to take place part way through a session, a refund will not be given in this instance.

**LATE PICK UP:** Children must be collected promptly at the end of a session/day. Should a parent fail to collect their child within 15minutes of the session/day end, a late collection fee of £10 will be charged, and a further £5 per every half hour thereafter.

**LATE PAYMENTS:** Fees are to be paid within 2 weeks of the invoice date. If you are experiencing financial hardship please speak, in confidence, to the manager so that alternative payment arrangements can be made. If without negotiation, fees are not settled, we are left with no alternative but to withdraw your child’s place and if necessary take legal action to recover the amount owed. Children in receipt of Free Early Education will be unable to access any additional fee paying hours until outstanding fees are settled.

A deposit is NOT required for children who are only accessing their funded hours.



**Free hours of childcare** The following information details how your child can access their FEE hours at this pre-school over 38 weeks.

All children become eligible for Free Early Education the term after they become 3. Some 2 year old children may also be eligible for funding. Parents/carers are asked to check with the manager to find out if their child qualifies.

A child is eligible for FEE at the start of the term after their second (if eligible), or third birthday in line with the Department for Education table below:

A CHILD BORN ON OR BETWEEN	WILL BECOME ELIGIBLE FOR A FREE PLACE FROM
1 <sup>st</sup> April and 31 <sup>st</sup> August	Start of term 1, in September, following their 2 <sup>nd</sup> /3 <sup>rd</sup> birthday
1 <sup>st</sup> September and 31 <sup>st</sup> December	Start of term 3, in January, following their 2 <sup>nd</sup> /3 <sup>rd</sup> birthday
1 <sup>st</sup> January and 31 <sup>st</sup> March	Start of term 5, in April, following their 2 <sup>nd</sup> /3 <sup>rd</sup> birthday

Each child will be funded to a maximum of 15 or 22 hours per week over a minimum of 2 days. No session is to be longer than 10 hours per day or shorter than 2.5 hours per day for 38 weeks per year.

At this pre-school the FEE / ExFee / FF2 hours are offered in the following formats.

Full Day 9am – 3.30pm (Tuesday <b>or</b> Thursday)	6 hours free + a fee of £2 for lunch
Morning Session - 9am – 12pm	3 hours free
Afternoon Session – 12.30pm – 3.30pm	3 hours free
Lunch Club 12pm-12.30pm (Tuesday and Thursday)	£2 payable weekly

For all 2, 3 and 4 year old children accessing their FEE / ExFee / FF2 hours only, the following pattern is:

**Monday, Wednesday and Friday 9am – 12pm or Tuesday and Thursday 12.30pm – 3.30pm**

**Tuesday or Thursday 9am – 3.30pm (payable 30 minute Lunch Club).**

**Children may only access one full day using their Government funding e.g. Tuesday all day or Thursday all day. If you wish your child to attend an additional afternoon this will be invoiced at the non-funded rate.**

Children attending non-funded days/sessions in addition to their FEE / FF2 will be charged at our current rates as shown in the table on page 1. You will be invoiced in the usual way showing how many free hours your child is receiving in that period and what the additional charges are.

Please note that the FEE / ExFee can be split between 2 providers up to a maximum of 15 hours.

If you require further information, contact:

Anna Hackett or Jo Gunne on 07872536936 or via [hello@treetops-preschool.org.uk](mailto:hello@treetops-preschool.org.uk)

**HELP PAYING FOR CHILDCARE**

Any **one** of the following schemes...

Age	0-11	0-16	0-15
Or is it disabled	Get up to <b>£2000</b> per child For working families	Claim back up to <b>85%</b> of costs For working families	Claim back up to <b>70%</b> of costs For working families
	<b>TAX-FREE CHILDCARE</b>	<b>UNIVERSAL CREDIT</b>	<b>TAX CREDITS</b>

... **can** be used with

Age	2	3&4	3&4
	For families getting certain government support	For all families	For working families
	<b>15 HOURS FREE CHILDCARE</b>	<b>15 HOURS FREE CHILDCARE</b>	<b>30 HOURS FREE CHILDCARE</b>

**FREE HOURS OF CHILDCARE**

For full details visit [childcarechoices.gov.uk](http://childcarechoices.gov.uk)

Getting childcare vouchers? Go to GOV.UK to find out more



HM Government



## HELP PAYING FOR CHILDCARE

Childcare  
Choices



# MONEY TOWARDS CHILDCARE

Any **one** of the following schemes...

Age  
**0-17**  
Or 16 if disabled

Get up to  
**£2000** per child

For working families

**TAX-FREE CHILDCARE**

Age  
**0-16**

Claim back up  
to **85%** of costs

For working families

**UNIVERSAL CREDIT**

Age  
**0-15**  
Or 16 if disabled

Claim back up  
to **70%** of costs

For working families

**TAX CREDITS**



AVAILABLE IN UK

... **can** be used with

# FREE HOURS OF CHILDCARE

Age  
**2**

For families getting  
**certain government  
support**

**15 HOURS FREE CHILDCARE**

Age  
**3&4**

For all families

**15 HOURS FREE CHILDCARE**

Age  
**3&4**

For working families

**30 HOURS FREE CHILDCARE**



AVAILABLE IN ENGLAND

For offers in Wales, Scotland and Northern Ireland check [childcarechoices.gov.uk](http://childcarechoices.gov.uk)  
Speak to your provider about any additional charges that may apply

For full details visit

[childcarechoices.gov.uk](http://childcarechoices.gov.uk)

Getting childcare vouchers?  
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