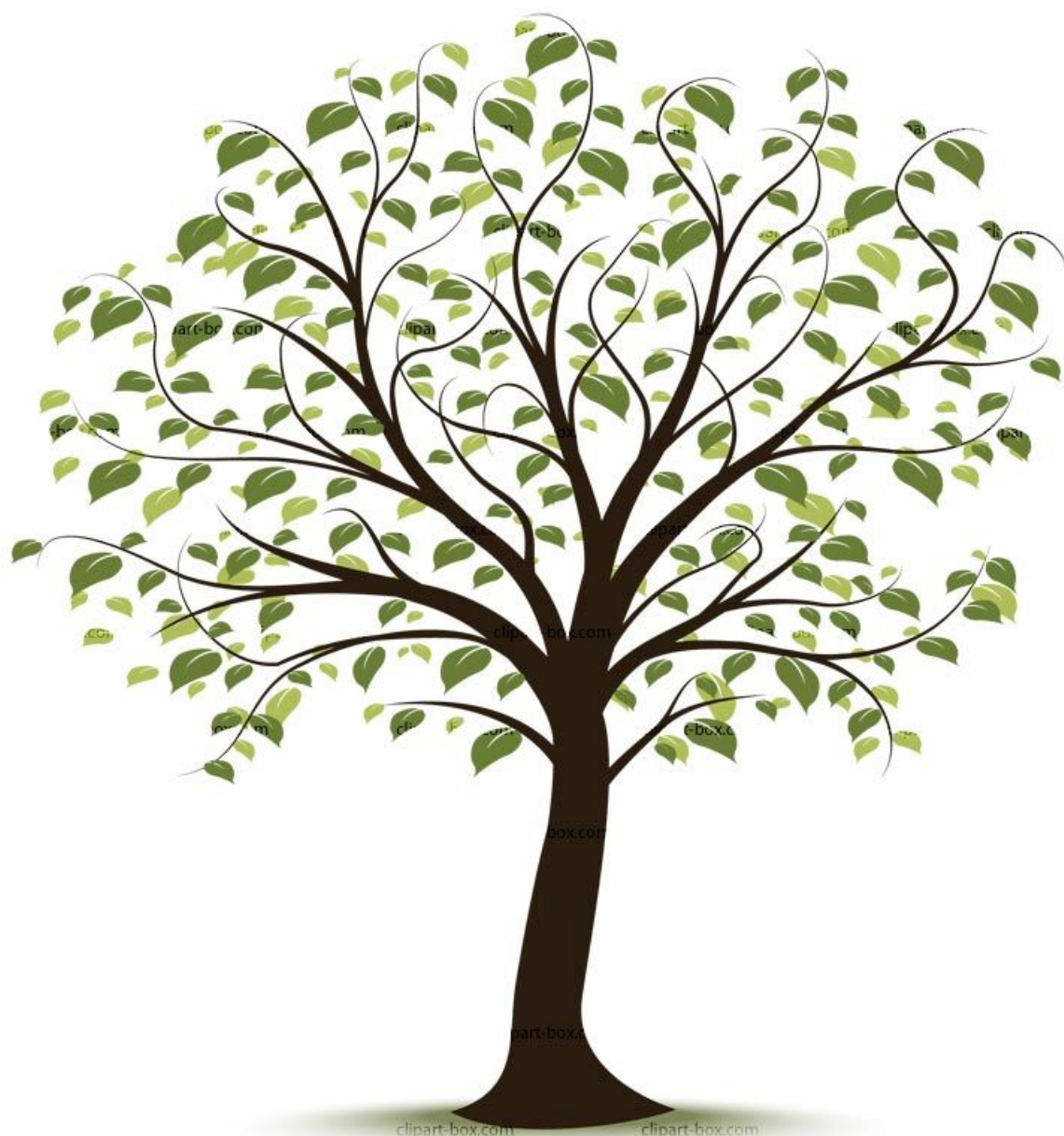


Treetops Pre-school Fee Structure 2023



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 (3year old)	£30
3 Year old Non-funded session	£15
Full Day (2year old)	£40
2 Year old Non-funded session	£20
Lunch Session	£2.50

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 15 minutes 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.

NOTICE PERIOD: There are **NO** notice period conditions where a child is accessing fully funded Free Early Education place. For a child accessing additional hours and services, parents **MUST** give six weeks written notice if you no longer require your nursery place, or wish to withdraw your child from the nursery, or reduce attendance. Fees are payable during this notice period. Fees are also payable if there is any delay taking up the nursery place once the place has been confirmed to you in writing. Session reductions require at least six weeks' notice in writing and will only be accommodated from the 1st of each month.

SECURING A PLACE: A deposit is **NOT** required for children who are only accessing their funded hours. We do not currently require a registration fee or deposit to secure a place for your child. Completion of a 'Registration Form' secures a place.

**PREFERRED PAYMENT METHOD: Invoices to be settled by
BACS. Bank details are displayed on all invoices.**

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. You will need to complete and sign a Parental Declaration Form which we will use to claim your child's funding. 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. If your child is entitled to FF2 funding, you will need to provide us with a copy of your eligibility confirmed email or PDF so that we can claim your child's funding. You will also need to complete a Parental Declaration Form.

Some 3 to 4-year-olds are eligible for 30 hours free childcare each week. In order to claim this funding we will need you to provide a 30 hours eligibility code. You can check if you might be eligible here: <https://www.gov.uk/apply-30-hours-free-tax-free-childcare>

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 st April and 31 st August	Start of term 1, in September, following their 2 nd /3 rd birthday
1 st September and 31 st December	Start of term 3, in January, following their 2 nd /3 rd birthday
1 st January and 31 st March	Start of term 5, in April, following their 2 nd /3 rd birthday

Each child will be funded to a maximum of 15 or 30 hours per week over a minimum of 2 days. No session is to be longer than 10 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 – 3pm	6 hours free
Morning Session 9am – 12pm	3 hours free
Afternoon Session 12pm – 3pm	3 hours free
Lunch Club 12pm - 1pm	£2.50

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.

For all 2, 3 and 4 year old children accessing their FEE / ExFee / FF2 hours only they need to fit into the class timings set in these boxes:

Treetops Session Times
Monday to Friday
Morning Session 9am – 12pm
Morning session plus lunch club 9am – 1pm
Afternoon Session 12pm – 3pm
Full Day 9am – 3pm

Treetops Pre-school is TERM TIME ONLY

If you require further information, please contact:

Anna Hackett or Jo Gunne on 07872536936
or via hello@treetops-preschool.org.uk