

Severn Beach Preschool Fees Policy

- Severn Beach Preschool charges £5.50 per hour for a 3 hour session 8.45 am – 11.45 am and 12.15 – 3.15pm for children who are three years of age and over. (£16.50)
- Severn Beach Preschool charges £6.00 per hour for a 3 hour session 8.45 am – 11.45 am and 12.15 – 3.15pm for children who are under the age of three. (£18.00)
- We will notify parents of any changes to the fees in advance of any increase.
- Absences due to child holiday (during normal contracted hours) or illness must be paid for.
- If preschool is closed due to exceptional circumstances such as snow no fees will be charged for that session.
- Children entitled to Nursery Education Grant (NEG) Funding or 2yr old Funding will not be expected to pay any additional fees per 3 hours session for their entitlement of 15 hours for 38 weeks per year.
- If parents take up sessions over and above 38 weeks of 15 hours, fees will be paid at the rates stated above.
- If a family is entitled to 30 hours funded childcare any hours attended over the 30 hours per week must be paid for. To receive this funding an eligibility code must be provided and the additional hours are only applicable to the term after the code has been issued. For example, if you apply for 30 hours in September and are allocated a code in September, the entitlement will not be available until the January term. We therefore advise timely applications for these codes. This is a government decision, not a Preschool decision.
- On signing up for their child to attend Severn Beach Preschool parents will be accepting a 4 week notice period to terminate that contract. This four week notice applies to both fee paying children and funded children. If a parent removes a child from the preschool without notice they will not be able to then claim Nursery Education Grant nor 2 year funding from another setting until that 4 week notice period has elapsed. This is in line with South Gloucestershire Council policies.

- Preschool hours are 3 hour sessions between 8.45 am – 11.45 am and 12.15 – 3.15, 5 days per week. Parents/carers can choose for their child to stay for lunch between 11.45 and 12.15 if they wish. This time can be taken from their entitlement of up to 30 hours, any additional hours will be charged.
- For lunch a healthy packed lunch needs to be supplied or a school meal may be purchased. This can be ordered and paid for on the morning of any day attended.
- Fees must be paid in advance. Preschool will invoice parents at the beginning of each term with weekly fees laid out.
- If fees are unpaid Severn Beach Preschool reserves the right to cancel the child's place. If late fees are not paid within an agreed timescale Preschool will take up the matter with the small claims court.
- Multiple child fee reduction is offered where there are 2 or more fee paying children attending the preschool which is paid for by the parent/carer. The reduction in fees is to be offered at 20% reduction in total fees for the children (excluding any funded sessions). This discount does not apply when there is only one fee paying child regardless of the number of siblings attending the preschool. The discount is valid for the duration of one term at a time and is reviewed each term.
- Late fees will be charged at £10 for the initial late arrival and after 10 minutes £10 for each subsequent 5 minutes. Discretion will be applied in exceptional circumstances.
- This policy will be reviewed annually.