

## 49- Fees and FEEE Policy

Cornerstone Pre-school aims to provide affordable pre-school education to children aged between 2 and 5 years. Children are entitled to funding from London Borough of Waltham Forest Council for 15 hours per week for 38 weeks a year (570 hours per year) hours can be used flexibly and can be seen in the table below.

### Pre-school Fees and Session table

Sessions 3&4 year old 15 hours	Start time	End time	Fee (FEEE)
5 Morning sessions	9am	12pm	Free
5 Afternoon session	12.30pm	3.30pm	Free
30 min lunchtime session to bridge a morning and afternoon session	12pm	12.30pm	£2.50
Whole day 6.5 hrs	9.00am	3.30pm	Free
Sessions 3&4 year old 30 hours	Start time	End time	Fee (FEEE)
Whole day	9am	3pm	Free
30 min session at the end of the day up to make a full session	3pm	3.30pm	£ 2.50 ½ hour
Session charge for 3 & 4 year olds	Current	September 2018	
	£15 per session	£15 per session	
Session charge for 2 year olds	Current	September 2018	
	£18	£18 per session	

The Free Early Education Entitlement (FEEE) runs from the term following their 3<sup>rd</sup> birthday, or children receiving 2 year old funding from the term following of their 2<sup>nd</sup> birthday.

From September 2017 the Government will be introducing an additional 15 hours of extended entitlement for working families. This means that some 3 and 4 year olds will be entitled to 30 hours of FEEE. You can check if your child is eligible by visiting: [www.childcare-support.tax.service.gov.uk](http://www.childcare-support.tax.service.gov.uk) and find out how to access tax-free childcare. Please note that we are not under any obligation by the Government to offer the additional 15 hours.

Pre-school currently runs for 39 weeks, this includes inset days during the year. The FEEE divided into 3 terms: Autumn, Spring and Summer. For further details of how the FEEE system operates speak to the Business Manager (Ruby Marwat)

#### Example Table 1:

If Child A is entitled to 15 hours but would like to stay a full day this is how it is worked out.

	FEEE 9-12 AM session	FEEE 12-3.30PM session	Total Hours	Fees Due
Monday	Child A	Child A	6.5 hrs	
Tuesday	Child A	Child A	6.5 hrs	
Wednesday	Child A part FEEE part top up			£5

**Example Table 2:**

If Child B is entitled to 30 hours FEEE this is how it is worked out.

	FEEE 9-12AM session	FEEE 12.30-3.00PM session	Total free Hours	Fees Due for additional 30 mins
Monday	Child B	Child B	6hrs	Paid top up 3-3.30PM £2.50
Tuesday	Child B	Child B	6hrs	Paid top up 3-3.30PM £2.50
Wednesday	Child B	Child B	6hrs	Paid top up 3-3.30PM £2.50
Thursday	Child B	Child B	6hrs	Paid top up 3-3.30PM £2.50
Friday	Child B	Child B	6hrs	Paid top up 3-3.30PM £2.50
<b>Total to pay</b>				<b>£12.50</b>

- 1) Cornerstone Pre-school will charge a voluntary non-refundable £20.00 registration fee to cover administration costs.
- 2) Cornerstone Pre-school will charge £14 per session for 3&4 year olds which exceed the FEEE (15 hours per week) and £17 per session for 2 year olds.
- 3) Cornerstone Pre-school will request 1 week's fees as a deposit which will be deducted the week the child leaves.
- 4) Lunch club - children will need to bring in their own packed lunch.
- 5) Pre-school follows the term dates issued by London Borough of Waltham Forest Council.
- 6) Fees will be reviewed annually at the Annual General Meeting (AGM)
- 7) All fees are payable in advance **weekly/monthly/termly** and must be paid by the dates stated on the invoice and are non-refundable.
- 8) FEEE is paid directly to the Pre-school by the local authority.
- 9) Fees are still required if a child is absent. In cases of prolonged absence, parents should consult the Business Manager/committee about fee payment.
- 10) Should fees remain unpaid 2 weeks after the due date, the following action will be taken:
  - A letter from the Business Manager requesting payment of outstanding fees within 4 working days will be sent/mailed to parents.
  - Should fees remain unpaid, the child's place at Cornerstone Pre-school will be forfeited and only the sessions that are paid under the FEEE will be permitted until the outstanding amount is cleared. (Unfortunately, there will be no guarantee once the outstanding balance is cleared that the child will be able to resume extra sessions not paid under the FEEE)
  - Should you wish to permanently withdraw your child from Cornerstone Pre-school, or reduce the number of sessions, the notice period is 28 days for a fee paying child and two weeks notice for a child that is in receipt of the FEEE from the local authority. Written notice must be given to the Business Manager or Pre-school Leader.
  - Please see the Business Manager if there are any unforeseen circumstances you wish to discuss. We are a community group and are financed by FEEE, Church subsidy, and children's fees.
  - Parents of children for the FEEE need not make any contribution to their child's fees except a voluntary £20 registration and 50p per session/day donation towards snacks and art/craft supplies.

**This policy was agreed at an Under 5s AGM meeting held on...14<sup>th</sup> May 2019. (Date)**

**Signed on behalf of the preschool.....(Chair)**