



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 15/30 hours per week for 38 weeks a year (570/1140 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
Parents/carers do not have to take up additional childcare hours in addition to the 15 hours of free early education and childcare hours offered per week but can request these should they want to. Where parents/carers choose to purchase childcare hours/ad hoc childcare hours which are in addition to/outside of their free early education and childcare hours*, these will be charged	12pm	12.30pm	£ 5.00
2 Whole day and 1 half day (AM or PM session)	9.00am	3.00pm	Free
Sessions 3&4 year old 30 hours	Start time	End time	Fee (FEEE)
5 Whole days	9am	3pm	Free
Parents/carers do not have to take up additional childcare hours in addition to the 30 hours of free early education and childcare hours offered per week but can request these should they want to. Where parents/carers choose to purchase childcare hours//ad hoc childcare hours which are in addition to/outside of their free early education and childcare hours*, these will be charged	3pm	3.30pm	£ 5.00

Session charge for 3 & 4 year olds	Current	September 2025
	£22.00 per session	£23,00 per session
Session charge for 2 year olds	Current	
	£ 25.00 per session	£26.00 per session

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

From September 2017 the Government introduced 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 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. From April 2024 the Government introduced additional 15 hours for 2 years olds for working families and from September 2025 they will extend this to 30 hours for working families.

Pre-school currently runs for 38 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)

Parents/carers do not have to take up additional childcare hours in addition to the 15/30 hours of free early education and childcare hours offered per week but can request these should they want to.

Where parents/carers choose to purchase childcare hours which are in addition to/outside of their free early education and childcare hours*, these will be charged as set out below:

3–4-year-old - 15 hours entitlement over a full day (9am- 3:30pm)

Attendance Days	Total attendance hrs per week	Free childcare hours per week	Paid additional childcare hours per week	Charge per hr for charged childcare £7.67	Total charge per week
1	6.5	6.0	0.5	£7.67	£3.84
2	13	12	1	£7.67	£7.67
3	19.5	15	4.5	£7.67	£34.51
4	26	15	11	£7.67	£84.37
5	32.5	15	17.5	£7.67	£134.22

3–4-year-old -30 hours entitlement over a full day (9am- 3:30pm)

Attendance Days	Total attendance hrs per week	Free childcare hours per week	Paid additional childcare hours per week	Charge per hr for charged childcare £7.67	Total charge per week
1	6.5	6.0	0.5	£7.67	£3.83
2	13	12	1	£7.67	£7.67
3	19.5	18	1.5	£7.67	£11.50
4	26	24	2	£7.67	£15.34
5	32.5	30	2.5	£7.67	£19.17



2 year-old - 15 hours entitlement over a full day (9am- 3:30pm)

Attendance Days	Total attendance hrs per week	Free childcare hours per week	Paid additional childcare hours per week	Charge per hr for charged childcare £8.67	Total charge per week
1	6.5	6.0	0.5	£8.67	£4.33
2	13	12	1	£8.67	£8.67
3	19.5	15	4.5	£8.67	£39.01
4	26	15	11	£8.67	£95.37
5	32.5	15	17.5	£8.67	£151.72

2 year-old -30 hours entitlement over a full day (9am- 3:30pm)

Attendance Days	Total attendance hrs per week	Free childcare hours per week	Paid additional childcare hours per week	Charge per hr for charged childcare £8.67	Total charge per week
1	6.5	6.0	0.5	£8.67	£4.33
2	13	12	1	£8.67	£8.67
3	19.5	18	1.5	£8.67	£13.00
4	26	24	2	£8.67	£17.34
5	32.5	30	2.5	£8.67	£21.67

Consumable fees

We provide a range of snacks each day. We request a small optional contribution per session (morning or afternoon).

For children attending all five core sessions each week, this would amount to five consumable contributions. If you prefer not to contribute, you are very welcome to send your child in with a piece of fruit for half day sessions and two pieces of fruits for full day sessions.

Please see table below for consumables charges. Please make your payment via bank transfer to: **TSB Account Name : St Catherines & St Pauls PCC Under 5's Sort Code: 30-95-03 Account No: 00488229**



Consumable fees—to be paid by all children (optional)	AM	PM	ALL DAY
Daily:	£0.50p	£0.50p	£1.00
Weekly:	£2.50	£2.50	£5.00
Half term:	£15.00	£15.00	£30.00
Termly:	£32.50	£32.50	£65.00

Trips and Specialist Tuition

There are additional charges for trips and specialist tuition/activities such as soccer and music sessions organised by the pre-school which are in addition to the free early education entitlement. Any charges will be communicated in advance to the parent/carer where trips and specialist tuition/activities are organised.

Deposits

Funded Children (2, 3 and 4 year olds):

If your child only attends Cornerstone Preschool for only the funded hours allocated to them, no deposit will be required.

Non-Funded Children:

Cornerstone Pre-school will request 1 week's fees as a deposit which will be deducted the week the child leaves or will be returned to you once your child leaves and all fees are paid.

If during the year the parents wish to change the number of attended days, they will be asked to add the rest of the sum to the deposit to cover the full price of the deposit of 1 week's fees.

Emergency Closure

In unavoidable and exceptional circumstances, such as notifiable infection or consequential damage following a fire, it may be necessary to close all or part of the Preschool at short notice. In common with most preschools, it is not the preschool's policy to refund fees in such circumstances.



- 1) Cornerstone Pre-school will charge a non-refundable £20.00 registration fee to cover administration costs for all children.
- 2) Cornerstone Pre-school will charge £23.00 per session for 3&4 year olds which exceed the FEEE (15 hours per week) and £26.00 per session for 2 year olds.
- 3) Cornerstone Pre-school will charge optional consumable fees. See table above.
- 4) Cornerstone Pre-school will request 1 week's fees as a deposit which will be deducted the week the child leaves (for those taking up additional hours to their FEEE or privately paid places).
- 5) Children attending ad hoc additional hours will need to bring their own packed lunch. Where children attend for full day sessions, you will need to bring a packed lunch.
- 6) Pre-school follows the term dates issued by London Borough of Waltham Forest Council.
- 7) Fees will be reviewed annually at the Annual General Meeting (AGM)
- 8) All fees are payable in advance **weekly/monthly/termly** and must be paid by the dates stated on the invoice and are non-refundable.
- 9) FEEE is paid directly to the Pre-school by the local authority.
- 10) Fees are still required if a child is absent. In cases of prolonged absence, parents should consult the Business Manager/committee about fee payment.
- 11) 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/emailed 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.

This policy was agreed at an Under 5s AGM meeting held on...17th...November 2025.. (Date)

Signed on behalf of the preschool...

(Chair)