

# LITTLE APPLES PRE-SCHOOL

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Headteacher: Mrs J Coles Pre-School Leader: Miss K Fisher

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## Little Apples Pre-School Fees Policy (Terms and Conditions)

Speen C of E School operates Pre-School care which is fair and competitively priced. We aim to offer a high quality service and a safe and stimulating environment where the needs of individual children are met. You are able to book sessions from 08:50 to 14:50 Monday-Friday term time only. Sessions offered are dependent upon demand and may be subject to change each term. Session times and fees are detailed below and will be reviewed on an annual basis:

<i>Session Time</i>	<i>Session Duration</i>	<i>Session fees for 3+ year olds</i>
<b>08.50 – 11.50</b>	<b>3 hours</b>	<b>£16.50</b>
<b>11.50 – 12.50</b>	<b>1 hour</b>	<b>£5.50</b>
<b>12.50 – 14.50</b>	<b>2 hours</b>	<b>£11.00</b>

You can pick your child up earlier than the official end time but will be charged for the full session.

### Daily information

- i. It is expected that children will be dropped off and picked up promptly at the start and end of sessions to avoid disruption to staff and children and allow the smooth running of the Pre-School. In particular, it is important that parents collect their child(ren) promptly at the end of sessions as caring for children who are beyond their session time can push the Pre-School beyond its allowable staff: child ratios. Children who are repeatedly collected late (longer than 15 minutes after the end of session time) will be charged a £3 late fee on each occasion at the discretion of the School.
- ii. Sessions are not transferable between days. If you need to increase or change your sessions, then please discuss this with the Pre-School Leader who will see if your request can be accommodated.
- iii. Should a parent or guardian be asked to collect a child early from their session due to poor behaviour, the fees for the session will not be refunded.
- iv. If a parent is not able to collect their child, and they have nominated another contact to do so, details must be given in advance and a photograph and name supplied.

### Holidays

The Pre-School is closed on all Bank Holidays, thus no fee is collected for these days. There will also be no charge for in-service training (inset) days, and we will follow the same calendar as Speen C of E School. You will be notified of these at the start of the academic year. We will be closed for the

normal half terms, Christmas, Easter and Summer holidays, which will always mirror those of Speen C of E School. Little Apples will be invited to attend the end of Term celebrations e.g. Nativity in December, Easter in April and Year 2 Leavers celebration in July. These celebrations are held in St John's Church, Lacey Green and usually last around 30 minutes. Normal session will resume once children are returned back to Little Apples.

### **Fees**

- i. Fees are payable half-termly in advance and will be invoiced towards the end of the previous half term. Cheques need to be made payable to Buckinghamshire County Council. Fees for the half term must be paid at the latest by the first day of the approaching half term.
- ii. Fee increases: Pre-School fees are reviewed annually and are subject to increase from time to time.
- iii. Fees for ad-hoc sessions in addition to those agreed at the start of the half term will be added to the next half-termly invoice. Fees to be paid on the first day of the new half term.
- iv. Fees are payable in the case of absence due to family holiday, sickness or medical appointments. Should a child be absent due to long term ill health then it is at the discretion of the Governors whether they decide to waive part or all of the fees payable.
- v. Four weeks' notice, or a payment in lieu of notice, must be given for a child's withdrawal from the Pre-School. Any fees which have been paid beyond this period will be reimbursed.
- vi. Payment of fees by a third party: The Pre-School can accept payment for fees from individuals other than those with parental responsibility. However, such an agreement does not release the parent or guardian from liability for the fees should the third party fail to pay.
- vii. Failure to pay fees within the time period stated in (i) will be dealt with as follows:
  - a. Speen School office will discuss with the parent or guardian of the Pre-School child the reasons for late payment. If appropriate they will put in place, with the agreement of the Governors, a payment plan.
  - b. Should fees remain unpaid by the start of the following half term then it will be at the discretion of the Governors as to whether the child is allowed to continue to attend sessions beyond those covered by the state-funded 15 hours allowance (if applicable).
  - c. The Governors reserve the right to pursue claims for unpaid fees and the parent or guardian is liable to pay all costs, fees and charges reasonably incurred by the Pre-School in the recovery of any unpaid fees.

### **Early Education Funding (EEF)**

All 3 & 4 year olds are entitled to receive the Universal 15 hours per week. All you need to do is fill in the PPA-U registration form taking care to fill in the box on page 2 if your child accesses part or all of their 15 hours in another setting. This funding is available in the Term after your child turns 3. If you wish your child to start earlier, than please see the Fee panel on the first page of this Policy as charges will apply. The completed form should be taken to the School Office before your child starts along with a copy of the original birth certificate or passport, where our Administrator will confirm sight by signing the appropriate box.

### **Extended Hours Funding**

As the additional 15 hours of Extended Funded Entitlement childcare is not universal, parent(s) need to apply for it through the HMRC website: [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) If you are eligible you will receive an 11 digit number and you will need to fill in the EEF registration form: PPA-E form taking

care to fill in the box on page 2 if your child accesses part of all of their 30 hours in another setting. The completed form should be taking to the School Office along with your child's original birth certificate or passport to the School Office before your child starts, where our Administrator will confirm signing by signing the appropriate box. Your child is then eligible to take up the 30 hours Funded Entitlement from the start of the term following the confirmation from HMRC. If you wish your child to start earlier, than please see the Fee panel on the first page of this Policy as charges will apply.

If you do not qualify for an 11 digit code, you have the option for your child to attend Pre-School for additional hours on top of the funded hours; these will be billed by Speen C of E School separately. For charges please see the Fees panel on the first page of this Policy.

## **Little Apples Pre-School Fees Policy/Terms and Conditions**

**I have read and agree to the above policy/terms and conditions.**

Parent/Guardian(s) signature(s): \_\_\_\_\_

Please print name(s): \_\_\_\_\_

Date: \_\_\_\_\_

Signed on behalf of the Pre-School: Mrs J Coles



(Headteacher)

Date: July 2020

These Terms & Conditions will be reviewed yearly.

Mar 2019  
Reviewed June 2020