



Little Oaks Fees Policy

September 2023

Opening Times

The current session times at Little Oaks pre-school are as follows from Monday to Friday:-

Morning 8.30-11.30, Lunch Club 11.30-12.15, Afternoon 12.15-15.15

Cost

The cost per session is £19.00

There is a 50p per session charge for snacks.

Lunch club costs £4.50 per day and children must also bring a packed lunch with a drink.

Payment

Bills will be emailed and sent through our online payment system at the beginning of each half term. Payment is due within two weeks and a reminder will be sent for any unpaid fees.

Fees can be paid by the following methods-

- School Money online payment system
- Childcare Voucher schemes

Fees are payable regardless of whether your child is able to attend or not, i.e. family holiday or illness.

If fees are still outstanding at the end of a half term your child's place may not be kept open.

Leaving/ Changing Sessions

We require half a term's notice if your child is leaving the setting, unless they are starting school. If you wish for your child to leave before the end of a half term, the remainder of that half term will still need to be paid for in full.

If you wish to change, reduce or add sessions, please discuss with us during the half term before, so that we can plan our staffing accordingly.

Forced Temporary Closure

In situations where we are forced to close temporarily due to factors beyond our control (e.g. Covid-19 lockdown) we will provide a credit or refund of 50% of the total amount of paid fees during the closure period. Funded sessions are non-refundable.

Free Entitlement Funding

In the term after their third birthday, all children become entitled to 15 hours per week of Government funded childcare over a period of 38 weeks. We will provide you with all the forms you need and the funding will come straight to us. Please ask in pre-school for further information on Free Entitlement Funding. (This does not include lunch club sessions or snack costs).

Some families will be eligible for 30 hours per week of free childcare and this is available for families where both parents are working (or the sole parent is working in a lone-parent family), and each parent earns the equivalent of 16 hours a week at the national minimum or living wage, and earns less than £100,000 a year. You can check your eligibility and sign up online at

<https://www.gov.uk/30-hours-free-childcare>

Some children may also be entitled to the 'Two-year-old Free Entitlement' which also provides funding for 15 hours per week. To find out if your child is eligible please look on West Sussex County Council website under 'Free Childcare for 2 Year Olds'.

<https://www.westsussex.gov.uk/education-children-and-families/childcare-and-early-education/free-childcare-for-2-year-olds/>

Flexi Sessions

Flexi sessions are available on the days when there are spaces in Little Oaks. They can be booked in addition to your child's fixed pre-school sessions. Bookings can be made online through the School Money system up to midnight the night before. There will be options to choose a morning, lunch club or afternoon session (subject to availability) and normal session costs apply.

- Children must be registered with Little Oaks and enrolled for at least one fixed session per week to access Flexi Sessions.
- Flexi Sessions can be booked and paid for on our online School Money system. We will also accept payment with childcare vouchers but bookings must be made via School Money.
- We are unable to use government Free Entitlement funding to pay for Flexi Sessions.
- Flexi Sessions are subject to availability, based on the adult to child ratio within each session.
- We are unable to swap fixed weekly sessions for a Flexi Session.
- Cancellations can be made up until midnight on the day before and a refund will be automatically credited to your account, if the place has been paid for. If the place is not cancelled within the time limit or your child does not attend the session, a refund will not be made.
- All payments will need to be settled by the end of each half term. If payments are still outstanding on the last day of each half term, your child may no longer be eligible to access these sessions.