



## BRAVE CHURCH NURSERY AND PRE SCHOOL

### Brave Church Nursery & Pre-School Fees Policy

#### Discussion at Point of Registration

Upon registration it will be explored with the parent/carer whether they are eligible for 15/30 hours Free Flexible entitlement for under 2's/2 year olds and 3 to 4 year olds.

Parents will be directed to the Lancashire County Council website to undertake these enquiries and asked to let the Brave Centre Manager know in order that our termly claims to Lancashire County Council can be correct.

#### Pupil Premium

Where children have special educational needs, are looked after or adopted the Brave Church Nursery & Pre-School Manager will explore whether they are eligible for the Pupil Premium payment.

#### Fees

Session	Fee
Breakfast 8am - 12pm	£5
Morning 9am – 12pm	£16
Lunch 12:00pm – 12:30pm	£2.50
Afternoon 12:30pm – 3:30pm	£16
All Day 9am – 3:30pm	£33
After School 3:30pm - 5pm	£7.50
Snack (per session)	Donation

Where there are 2 or more children from one family attending pre-school the payment fee will be at the Nominated Officers discretion in consultation with the Trustees.

It may be possible that we are able to offer a discount.

#### Payment Arrangements

The Brave Centre Manager will arrange with parents to set up payment arrangements. We would prefer for payments to be made by direct debit. Invoices to parents/carers will be processed on a monthly basis. In order to ensure that Brave Preschool remains financially secure, we have put the following steps in place.

Fees must be paid one month in advance.

We will request a donation towards snacks for all children. We do not presently facilitate lunch for children. Children who are staying more than three hours per day may bring a packed lunch.

Please talk to us if you are having financial difficulty as soon as possible. It may be that we are able to come to some arrangement with you or sign post you to support.

If you have not talked to us and have any outstanding fees this may result in your child being refused entry to the Pre-School.

If we do not receive fees for two weeks, we reserve the right to allocate their child's place to another child on the waiting list, or to another child in the nursery wishing to increase their number of sessions.

We will pursue any arrears incurred.

We will inform parents that the term after their child is three years old, they may be eligible for the Nursery Education Funding and we will claim this on their behalf.

Fees must be given to the persons in charge and you should wait until a receipt is given.

Absences are chargeable.

Holidays: a 25% discount is given for a maximum of two weeks.  
To ensure this discount is applied, one month's notice must be given.

Closure days: These will not be chargeable.

Lateness: We do understand that on occasion's parents will be late collecting children. A maximum of 10 minute lateness on occasion we will be flexible about – however if this becomes a frequent occurrence we will need to discuss with you an additional charge.

An additional charge for lateness which is 15 minutes or over will apply. This will be £5. Once 15 minutes has passed, a further £5 charge will apply. For example: 20 minutes lateness will be £10. The uncollected child policy will be activated after 30 minutes if no contact is made.

Notice for taking your child out of pre-school: one month's notice must be given.

<b>This policy was adopted on</b> <b>22/04/24</b>	<b>Signed on behalf of the Trustees</b>  <b>Craig Clark</b> <b>Chair of Trustees</b>	<b>Signed on behalf of the pre-school</b>  <b>Louise Teese</b> <b>Nominated Officer</b>	<b>Date for review</b>  <b>01/9/25</b>
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This policy will be reviewed termly to ensure that the Pre-School remains financially viable.