



The Carlton & Faceby and Bilsdale CE Federation

# Little Owls Sessions and Fees Policy

Adopted by	Governing Body
	Signed: <u>John Ford</u> (Chair of Governors)
Date	October 2024
Review Date	October 2025

## Vision and Values 2023

At Carlton & Faceby and Bilsdale Schools we are KIND:

- Kind and accepting
- Independent learners
- Never giving up
- Determined to be our personal best

*Under God's guidance, we teach children the importance of **kindness** towards others, tolerance and mutual **respect**. This empowers children to have the **courage** to achieve their personal best.*

Psalm 145:17

'The Lord is righteous in all his ways and kind in all his works'

Luke 2:40

'And the child grew and became strong; he was filled with wisdom...'

We uphold these values through our golden rules:

- Be ready
- Be respectful
- Be safe

## Sessions and Fees

Little Owls Preschool is open Monday to Thursday from 9.00am to 3.00pm and Friday from 9.00am to 12.00pm term time only, excluding Training Days. The term dates can be seen on the school website.

### The core preschool hours are:

Morning session	9.00am - 12.00pm
Lunch Club	12.00pm - 1.00pm
Afternoon session	12.00pm - 3.00pm

Preschool offers access to 'core' funded hours which can be used to access both the 15 hours of Universal entitlement for 3 and 4 year olds (and eligible 2-year olds) and the extra 15 hours of extended entitlement. Where hours required are in excess of either the universal 15-hour entitlement or extra 15 hour extended entitlement, parents and carers are able to purchase additional hours should they choose to. Funding can be split across up to 2 provisions, so again where attending hours are over and above the funded entitlement hours, parents/carers are able to pay to access sessions as they need them.

The free childcare entitlement you receive is only available over 38 weeks. If you are entitled to 15 hours per week this would equate to 570 hours per year (15 x 38). If you are entitled to 30 hours per week this would be 1140 hours per year (30 x 38).

Please see further details here about free childcare entitlements for 2, 3 and 4 year olds here: <https://www.gov.uk/help-with-childcare-costs>

Little Owls Preschool Admissions Policy gives details of funding arrangements. Please be particularly aware of the need to apply for 30 hours funding at the correct time - you must have a valid code by the end of the month before a new term starts.

### **Booking procedure**

Parents must complete the necessary registration paperwork before their children can attend Little Owls Preschool.

### Permanent place

Once booked, if a child does not attend for any reason, you will still be charged for this place. If you wish to cancel the place altogether, one month's notice in writing is required.

### Temporary booking

We will accept temporary or occasional bookings as long as there are places available. If a temporary place has been booked and is no longer required, the Preschool must be given 48 hours notice. If notice is not given, the place will still be charged for.

### **Costs**

For hours in addition to funded hours during term time

Morning Session 9.00am - 12pm	£15.00
Lunch Club 12pm - 1.00pm	£5.00
2-course Lunch	£3.20
Afternoon Session 12.00pm - 3.10pm	£15.00

Fees are reviewed periodically. Any change will be notified to parents the term before the introduction of the charge.