



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	July 2026
Review Date	July 2027

Vision and Values

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 (Mon-Fri)	9.00am - 12.00pm
Lunch Club (Mon-Thurs)	12.00pm - 1.00pm
Afternoon session (Mon-Thurs)	12.00pm - 3.00pm - this includes the lunch period. Meal charges are separate.

Little Owls Preschool accepts children from the age of 3 years.

Preschool offers access to funded childcare entitlements for eligible 3- and 4-year-olds, in line with current government and local authority guidance. This includes the universal 15-hour entitlement and, where eligible, the extended 30-hour entitlement.

Funded places are offered in accordance with North Yorkshire Council's early years funding guidance and provider agreement.

Funded entitlement hours usually become available from the term after a child's third birthday, subject to eligibility and local authority funding rules.

Where hours required are in excess of a child's funded entitlement, parents/carers may purchase additional hours, subject to availability, staffing and ratios.

Funded hours may be split across up to two childcare providers, in line with local authority guidance. Where a child attends for hours over and above their funded entitlement, parents/carers may pay for additional sessions, subject to availability.

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

Little Owls Preschool Admissions Policy gives details of funding arrangements. Parents/carers are responsible for applying for any required eligibility codes at the correct time. A valid code must be in place by the relevant termly deadline before a funded place can be claimed. Parents/carers are also responsible for reconfirming eligibility codes when required and informing school of any change in eligibility. Failure to provide/reconfirm a valid code may mean the additional hours are charged as paid sessions until eligibility is confirmed.

Funded places and additional paid sessions are offered subject to availability, staffing levels, room capacity and statutory adult-to-child ratios. The school will make every reasonable effort to meet parental requests but cannot guarantee that all requested days, sessions or patterns of attendance will be available.

Booking procedure

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

Parents/carers claiming funded entitlement hours must complete and sign the required Parent Declaration/Parental Agreement forms. Funded hours will only be claimed once the required Parent Declaration/Parental Agreement has been completed, signed and accepted by the school.

Deposits

We do not charge deposits.

Paid/Chargeable sessions

Once a paid session has been booked, fees remain payable if the child does not attend for any reason, including illness, holidays, appointments or other personal reasons. If parents/carers wish to cancel a regular paid place, one month's written notice is required. Fees remain payable during the notice period.

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

Funded hours are provided free of charge. Parents/carers will not be charged any top-up fee for funded entitlement hours. Any charges made will only relate to additional hours, meals, optional activities or other chargeable services agreed in advance.

Where trips, visits or optional activities involve an additional cost, parents/carers will be informed in advance and permission will be requested where required. Any charge will be made through ParentPay and will be optional unless it forms part of a separately agreed paid service. Where an optional trip or activity is cancelled by the school, any charge already paid will be refunded or credited unless costs have already been committed and cannot be recovered.

A 2-course Lunch can be provided for a charge of £3.40 per meal or parents/carers may provide a packed lunch. Choosing a paid meal is optional and not a condition of funded hours.

Snacks are provided free of charge.

Payment of Fees

Fees for chargeable sessions, meals and additional services will be invoiced/charged through ParentPay half-termly. Invoices or payment requests will clearly separate funded entitlement

hours from any chargeable sessions, meals, optional activities or additional services.

Any optional charges for meals, activities or additional services will be clearly explained to parents/carers in advance. Parents/carers will not be required to pay for optional extras in order to access their funded entitlement hours.

Payment should be made by the date stated on the invoice or payment request. Any unpaid balances after this date will be treated as overdue. Parents/carers experiencing difficulty with payment should contact the school office as soon as possible.

For hours in addition to funded hours during term time, the following charges apply:

Morning Session 9.00am - 12pm	£15.00
Lunch Club 12pm - 1.00pm	£5.00
Afternoon Session 12.00pm - 3.00pm	£15.00

The 12.00pm-1.00pm Lunch Club may be booked as a standalone paid hour, or may form part of a funded or paid afternoon session, depending on the agreed attendance pattern. Charges for meals are separate and will only apply where a school meal is requested.

Fees are reviewed periodically. Parents/carers will be given at least one term's notice of any change to fees or meal charges. Any revised charges will apply from the date notified to parents/carers.

Funded entitlement hours can be accessed without parents/carers being required to pay for optional meals, activities or additional services.

Late collection / extra time charges

Children must be collected promptly at the end of their booked session. Where a child is collected late, or additional care is required beyond the booked session, the school will charge for the additional time. Late collection charges will be applied in line with the school's current published charges of £1 per minute as published in our Wraparound Care Policy.

Repeated late collection may be discussed with parents/carers and, where appropriate, considered in line with the school's safeguarding procedures.

Non-payment procedure

Where fees or charges are unpaid after the original payment due date, the school will contact parents/carers to remind them of the outstanding balance and request payment as soon as possible.

If payment is still not received, parents/carers may be asked to meet with the school office or Headteacher to discuss the outstanding amount and agree a suitable payment plan. Parents/carers experiencing financial difficulty are encouraged to contact the school at the earliest opportunity so that support and reasonable arrangements can be considered.

Where no payment has been made, no payment plan has been agreed, or an agreed payment plan is not followed, the school reserves the right to suspend or withdraw access to any chargeable additional sessions, meals, optional activities or other paid services until the outstanding balance has been cleared.

Funded entitlement hours will not be withdrawn due to non-payment of optional charges or paid extras. However, the school may refuse further chargeable sessions or services while debt remains outstanding.

If the debt continues to remain unpaid, the matter may be referred to the Federation's debt recovery procedures, and further action may be taken in line with school policy. Decisions will

be made fairly and with regard to individual circumstances, especially where a family is experiencing hardship.

Changes to booked sessions

Requests to increase sessions or add additional paid hours should be made in writing and will be considered subject to availability, staffing levels, room capacity and statutory adult-to-child ratios.

Requests to reduce or cancel regular paid sessions require one month's written notice. Fees remain payable during the notice period.

As far as possible we are flexible about attendance patterns in order to accommodate the needs of individual families, for example in the number and combination of hours they attend each week. Once a funded hours pattern has been agreed for a term, it cannot normally be changed until the start of the next funding period, unless agreed by the school and in line with local authority guidance.

Absence / sickness

Fees remain payable for booked chargeable sessions where a child is absent due to illness, holidays, appointments or other personal reasons.

Unavoidable closure

If Little Owls Preschool has to close due to circumstances beyond its control, such as severe weather, emergency site issues or health and safety concerns, the school will inform parents/carers as soon as possible. Refunds or credits are not automatic and will be considered according to the reason, duration and circumstances of the closure. Funded hours cannot usually be refunded because they are claimed through funding arrangements.

Tax-Free Childcare / childcare vouchers

Parents/carers may use Tax-Free Childcare or other approved childcare payment schemes where accepted by the school.

Who to contact?

Any concerns or disputes about fees, invoices or funded entitlement hours should be raised with the school office in the first instance. If the matter cannot be resolved, parents/carers may use the school's Complaints Policy.

This policy should be read alongside the Little Owls Admissions Policy, Charging and Remissions Policy, Attendance Policy and Complaints Policy.