

St Marie's Preschool Charging Policy

1. Introduction

St Marie's Preschool is part of St Marie's Catholic Primary School, a welcoming and caring school community rooted in Gospel values.

We offer high-quality early years education for children aged 3 to 4, (with government funding starting from the term after their third birthday).

This policy explains how we apply funding and charges for preschool sessions and outlines how parents/carers are expected to make payments.

2. Funding

We offer places for all children eligible for:

- 15 hours per week of funded early education for 3- and 4-year-olds (universal entitlement)
- 30 hours per week of extended funded childcare (for eligible working families – Working Parent Entitlement)

These funded hours are available during school term time only, based on a 38-week academic year.

Parents are responsible for applying for and renewing 30-hour codes where applicable. To check eligibility and apply, visit: www.childcarechoices.gov.uk

3. Session Options

Our preschool sessions are:

- Morning session: 9.00am – 12.00pm (£18)
- Afternoon session: 12.00pm – 3.00pm (£18)
- Full day: 9.00am – 3.00pm (includes lunch period) (£36)

Children attending a full day should bring a nut-free packed lunch and a labelled water bottle.

4. Charges for Additional Hours

If a child attends beyond their funded entitlement, we charge:

- £6.00 per hour

Additional hours must be agreed in advance and are booked in 3-hour blocks (Half a day).

These hours are subject to availability and staffing ratios.

We do not currently charge a registration or administration fee.

5. Wraparound Care

We also offer:

- A school Breakfast Club from 7:30am, subject to availability (additional charge applies)
- Access to after-school care through our partner, Kids Kabin, until 6:00pm (spaces limited)

Please contact the school office for wraparound care fees and booking procedures.

6. Payment

- Additional hours must be arranged and booked in with the preschool in advance.
- Payment is made via our school's online payment system – **ParentPay**.
- Fees apply to booked sessions, even if a child is absent.

7. Missed Sessions and Absence

- Refunds are not given for missed sessions due to illness, holidays, or appointments.
- If the preschool is closed for reasons outside our control (e.g. weather, strike), charges for booked sessions may still apply.
- In exceptional cases, discretion may be used by the Headteacher.

8. Late Collection

Children must be collected promptly at the end of their session.

A late collection charge will apply if late collection occurs repeatedly

We will always contact parents/emergency contacts if a child is not collected on time.

9. Changes and Notice Period

- If you wish to change your child's session pattern (this would be subject to availability) or leave the preschool, we require at least a half term notice in writing.
- Any unused hours or overpaid fees will be refunded as appropriate.

10. Review of Charges

All fees are reviewed annually by the Governing Body. Parents will be informed at least half a term in advance of any changes to charges.

Contact

For any questions about this policy, please contact:

School Office

Tel: 0114 2301904

www.st-maries.sheffield.sch.uk

St Marie's Catholic Primary School – Rooted in Christ, we learn, grow and shine together.