

# LONG MEAD COMMUNITY PRIMARY SCHOOL POLICY



Policy name	Bright Stars Fee Policy
Date written/reviewed	March 2025
Date agreed by Governing Body	March 2025
Date of renewal	March 2026
Senior member of staff with oversight	Karen Follows
Governor with oversight	Simon Pleave

# Bright Stars Fee Policy March 2025

## 1. Introduction

At Bright Stars preschool we believe in open communication with all parents/carers and staff and are therefore presenting this Fee Policy in to ensure that everyone fully understands our charging structure and funded hours. We offer childcare for 38 weeks a year, closing on bank holidays.

## 2. Paid Hours

**Fees:** Fees are payable termly, in advance, in accordance with the rates in force at the time. Fees are reviewed annually, in April of each year, and any changes to current rates will be advised in writing, at least one term in advance.

Full Day (6 hours, 45 minutes)	£38
Morning Session (3 hours)	£16.50
Afternoon Session (3 hours)	£16.50
Extra 45min Session (45 minutes)*	£5

\*This session is for children staying for lunch after/before a 3 hour session, or after a 6 hour session to extent hours to the end of the school day.

Our fees do not include any snacks, outings, celebrations, or entertainment that is in addition to our usual session activities.

**Illness/absence:** No refund will be given in the event of a child's absence due to illness, holiday, or any other reason.

**Late payments:** Fees are to be paid within 2 weeks of the invoice date. If you are experiencing financial hardship, or would prefer to pay monthly, please speak in confidence to Angie Anstead or Katie Hooper so alternative payment arrangements can be made. If without negotiation, fees are not settled we are left with no alternative but to withdraw your child's place and if necessary, take legal action to recover the amount owed.

Children will not be able to access additional 'fee paying' hours until any outstanding fees are settled.

**Payment methods:** Invoices should ideally be paid through School Comms, but we also accept cash or cheques. Please make cheques payable to "KCC re Long Mead CP School".

**Tax Free Childcare Scheme:** Bright Stars are signed up to the tax free childcare scheme, so if parents/carers are paying for sessions/lunches you may be able to benefit from tax free childcare if eligible (for more information go to <https://www.gov.uk/tax-free-childcare>).

### 3. Funded Hours

**Free Early Education Entitlement:** Please see below information on the Free Early Education Entitlement (FEEE) and how your child can access their hours at this preschool. You will be invoiced in the usual way and your invoice will show the hours your child is receiving free and what the charges are for any additional hours.

The Department for Education states that children must not attend a funded session for longer than 10 hours a day and access no more than two sites a day and no more than 4 providers in any one week. No session is to start before 6am or finish after 8pm. Funded hours should be continuous.

Entitlement to a Free Early Education place does not offer a guarantee of a place at any one provider or a particular pattern of delivery.

**Two year olds (Free for Two, Disadvantaged Funding):** Some two year olds may be eligible to receive up to 15 hours funding known as the Free for Two Scheme (FF2) which is subject to meeting certain eligibility criteria based on benefits received. Parents/carers can check eligibility and apply for FF2 via the KCC website, and will need to provide us with a code. FF2 funding is available the term after a child's second birthday.

**Two year olds of working parents (Expanded Funding):** From September 2024 working parents may be eligible to receive up to 15 hours of free childcare. This will expand from September 2025 to 30 hours of free childcare. Parents/carers must apply for this the term before they want the funding to start via the KCC website, and provide us with a code. This funding is available the term after their second birthday.

**Three and four year olds (Universal Entitlement):** All children become eligible for up to 15 hours Free Early Education the term after their third birthday.

**Three and four year olds of working parents (Extended Funding):** Some children may qualify for up to an additional 15 hours Free Early Education which is subject to meeting certain eligibility criteria. Parents/carers must apply for this the term before they want the funding to start via the KCC website, and provide us with a code.

For more information on what funding you are entitled to see the KCC website, go to <https://www.childcarechoices.gov.uk/> or please speak to the office.

**Parent Declaration forms:** Each term parents/carers will need to complete a Parent Declaration form so Bright Stars can claim funding. Completion of this form will give permission for us to enter details into the ECS checker to validate any codes and confirm eligibility for FF2, Expanded or Extended Funding.