



**Studham Village CE Academy
Parent/Carer Preschool Fee Agreement**

‘Learning to Care, Caring to Learn – All Flourishing as Children of God’

Preschool Session Fees

Parents/Carers are asked to read and sign the following agreement regarding the payment of fees and obtaining of external funding whilst their child is enrolled at Studham Village CE Academy Preschool.

Age of Child	Session	Cost
Two-year-olds	Morning Session 9:00 am to 12:00 pm	£16.65
Three-year-olds	Morning Session 9:00 am to 12:00 pm	£15.00
	Morning Session with lunch* 9:00 am to 1:00 pm	£20.00
	Afternoon Session with lunch 12:00 pm to 3:00 pm	£15.00
	All Day with lunch 9:00 am to 3:00 pm	£30.00
*Lunch sessions can be added to morning sessions, but cannot be taken alone, cost £5:00 for the hour 12:00 – 1:00 pm.		

Sessions can be paid for via online payment or by using childcare vouchers. If you wish to pay for sessions using childcare vouchers, please notify the school office as soon as possible:

Telephone: 01582 872337
Email: school@studhamschools.org.uk

Preschool Funding

If you wish to pay for any sessions by claiming fifteen or thirty hours of government preschool funding you must complete the necessary funding form and provide a copy to the school office:

Two-Year-Old Funding

Visit Central Bedfordshire Council’s website to check eligibility for two-year-old funding:

[Two-Year-Old Funding Eligibility](#)

Children Centres are responsible for completing applications for two-year-old funding. Find your local Children’s Centre:

[Local Children's Centre](#)

Once your eligibility has been confirmed you will be asked to complete a funding form that is available on our website, [Two Year Old Funding Application](#) or you can complete electronically, direct to Central Bedfordshire Council [Online Two-Year-Old Funding Application](#). Please provide a copy of the funding form to the school office.

Three- and Four-Year-Olds Funding

There are two levels of funding available for children who are three or four years old.

1. Fifteen hours of preschool education per week, funded by the government, which **all** three- and four-year-old children are entitled to.
2. Thirty hours of preschool education per week, funded by the government, which includes the fifteen hours all three- and four-year-old children are entitled to, plus a further fifteen hours.

You can check your eligibility here:

[Thirty Hours of Preschool Education per Week](#)

For both levels of funding you will be asked to complete a funding form that is available on our website, [Three and Four Year Olds Funding Application](#) or you can complete electronically, direct to Central Bedfordshire Council [Online Three and Four Year Olds Funding Application](#).

Please note a copy of the funding form should be provided to the school office.

Completion and submission of these forms must be submitted to Central Bedfordshire Council within the required time limit which we can confirm if parents are unsure. Failure to do this may prevent funding from being authorised and released.

Payment of Fees

Where Central Bedfordshire Council do not grant the funding, or, where the funding covers only part of the sessions for which your child is enrolled, you are liable to pay the fees for any additional hours. These fees are payable at the rates set out in the Preschool Session Fees section above.

1. For administrative purposes, parents not eligible for thirty hours of funding who enrol their child for more than fifteen hours per week, must specify which hours are funded through the preschool grant.
2. By applying to Central Bedfordshire Council for funding under the 'free preschool education scheme' you consent to Studham Village CE Academy holding a copy of your child's identification documents in their personal file. These documents are for the purpose of verification to Central Bedfordshire Council should they request further sight of this documentation during your child's enrolment at Studham Village CE Academy Preschool.
3. Invoices are issued termly at the beginning of each term and fees are due half-termly in advance. Studham Village CE Academy Preschool reserves the right to withdraw the offer of a place/sessions if fees are not paid on time.
4. If fees become overdue, parents will be contacted by the School Office Manager and reminded of this agreement. A request will be made to settle the outstanding fees within five working days of that contact.
5. If fees remain unpaid at the end of this period, parents will be asked to meet with the Headteacher. Any arrangements agreed at this meeting will be confirmed in writing by the school.
6. Parents who cannot or do not adhere to the agreed course of action at point 5 above will be informed that their child's place will be withdrawn from a specified date not earlier than twelve working days from the date of notification.

7. At least a half term's notice is given of any fee increase.
8. Parents are requested to provide the same amount of notice (half a term) for any reduction in or cancellation of sessions.
9. Parents may, by prior arrangement, collect their child before the end of session(s) but fees for the whole session will be payable.
10. Fees cannot be refunded if a child is absent for any reason, for example through illness or holiday.
11. In the event of the non-planned closure of Studham Village CE Academy Preschool due to snow, boiler breakdown or other emergency, fees will not be refunded. Insurance to cover staffing costs for emergency closures is very expensive and a decision to take out such insurance would result in increased fees.
12. Studham Village CE Academy Preschool is flexible about attendance patterns and wherever possible accommodates the needs of individual children and their families.

The rules of the 'free preschool education scheme', state 'I understand my child could lose their funded place if they do not attend regularly without a reason being provided for their absence.' Therefore, if a child has not attended for at least half of their sessions in any half-term period, parents may lose their child's place unless they have a valid reason, e.g., a letter from a doctor in the case of a serious illness or a planned holiday.

13. If a child has not attended their sessions for three weeks without any explanation, we reserve the right to offer their sessions to another child, following contact with the non-attending child's parents.

This agreement will be reviewed annually in the autumn term.

Please sign, date and return this agreement to the school office who will provide a copy for your records.

Name of Child: _____

Parent/Carer Name: _____

Signature: _____

Date: _____