



Fees Policy 2025/2026

Please also refer to our Admissions Policy

The Pre-School provision is registered as a full day care provider for a maximum of 24 children (per day) aged 3 – 4 years.

The Pre-School provision operates from 8.00am – 5.30pm Monday to Friday for 38 weeks per annum.

St Bonaventure's Pre-School will offer up to 30 hours free childcare to all eligible parents. Parents can access up to 9hrs 30mins per day Monday to Friday. (funded only see Fees Table P5)

St. Bonaventure's Pre-School is a non-profit charity organisation. However in order for us to continue to provide an excellent level of early years provision, a voluntary fee is required to cover the cost of any extra-curricular activities.

All families attending have a responsibility to pay all their childcare fees as laid out in this Policy and the Admissions Policy.

This is the method in which we will work with each parent/carer:

- Each family will be invoiced for their child's agreed sessions by the 2nd week of every month for the current month. However, due to the holiday period, the invoice for September will be issued later in September.
- The Office Manager will advise by email, when the invoices have been sent.
- If you require a paper copy of the invoice, please inform the Office Manager who will ensure that you receive a copy.
- It is the responsibility of the parent/carer to check that they receive an invoice every month and that it is correct.
- All invoice amounts must be paid and cleared by the **due date stated on the invoice**. Please allow enough time for electronic and voucher payments to reach our account by the required date.
- If you are unable to pay all or part of the invoice it is imperative that you speak to us at the earliest opportunity.
- If payment has not been made by the required date a final reminder will be sent advising the need to pay within the next seven days. You will incur an administration charge of £20.00 which will be added to the following months invoice.
- Once the seven day period has expired and if no payments have been made you will incur another administration charge of £20.00 and be notified that if payment has not been made by the end of the month your child will lose their pre-school place.



Deposits

- Once a deposit has been paid your place will be secured for September. If, between the time of the deposit being paid and the agreed start date, the family decides to decline the place the deposit will not be refundable.
- The deposit will be £200 which will be refunded when the child leaves the provision providing all fee payments are up to date. Please note the deposit cannot be used as payment for your first month's fee.

Parents/carers in receipt of childcare funding for training/furthering education:

- Prior to the child starting, written confirmation from the training provider must be given to us confirming that they are going to pay the childcare costs that are booked. This must include details of payment and from when the childcare funding will start. Without this information the child cannot start and may lose their place.
- A payment schedule will be required from the training provider listing the dates that the parents will receive childcare funding for their child's agreed sessions. Please note, parents remain responsible for ensuring that any outstanding fees are settled within seven days of the scheduled payment date.

Permanent Sessions (changes request):

New starters:

- As we allocate places based on how many sessions you have requested, sessions cannot be reduced until the start of the next term (i.e. January, April).
- If after the start of the new term you require to change the agreed permanent sessions please fill in the appropriate forms. Please note, free funded hours cannot be increased or decreased until the following term (i.e. January, April).
- Any changes to paid hours will be assessed by the Manager on an ad hoc basis.

Existing families:

- If at any stage, you require to reduce your agreed permanent sessions a months' notice
- is required, and will be reviewed by the Manager on an ad hoc basis. The full months' notice will be payable in all instances regardless as to whether your child attends for the full month.
- If you wish to permanently increase sessions please complete the relevant form and return to the office manager. Once your request has been assessed we will e-mail/contact you to confirm whether we can accommodate your request. Please note we can only agree to increasing sessions if spaces are available, fee payments are up to date and the appropriate paperwork has been completed and authorised.

Extra Sessions:

- If you require any extra sessions please fill in the appropriate form either before or on the day that you are going to use the extra session and hand to the office manager to check availability and



authorise. Please give as much notice as possible. Once the request has been authorised you will not be able to cancel as this request may have stopped someone else accessing the session or appropriate staffing may have been arranged to support this request. The cost of this extra session will be added to your next invoice. Please note we do not allow the swapping of any sessions that have been permanently booked and agreed by both parties, unless the Manager has agreed to do so.

Payment options:

- All payments to be made via bank transfers. The bank name is Barclays the account number is 63581608, the sort code is 20-13-34 and the PAYEE St Bonaventures Pre-School. Please ensure that you use your child's full name as the reference when you set this up.
- If you wish you can chose to set up a monthly standing order (please make the amount the equivalent of four weeks fees) to be paid before the 14th of each month. We will send monthly statements showing any outstanding balance and request that you make an additional payment to bring the account up to date. Please note that if you have a credit balance the monies will be carried forward to the following month.
- Please refer to the childcare choices website: <https://www.childcarechoices.gov.uk> which will outline how childcare vouchers can be used. Please ensure vouchers are received in enough time for the payment to be processed before the 14th of each month, this can take at least a week. We cannot refund any overpayments that have been paid by vouchers.
- We do not take payments by cash.
- Please note: we do not have a credit/debit card machine.

Invoice queries:

- If you have any invoicing queries, please raise these with the Office Manager by the 7th of the month. Please raise any queries in writing by email admin.stbonaventures.ey@bristol-schools.uk

Late pick up charges:

- Late collection causes significant disruption and increased staff costs as it impacts on child: adult ratios resulting in staff members having to stay and work after their normal working hours. If you are late collecting your child you will be charged £10.00 for every fifteen-minute slot that you are late (e.g. if you are twenty minutes late there will be a £20.00 charge). This charge will be added to your next invoice. If there is an unavoidable circumstance for which you may have no control we encourage parents/carers to telephone us, in these cases it will be at the Manager's discretion whether to apply the late charge or not. Please note that if you are late on a regular basis other sanctions may be taken.

Non-attendance:

- If your child is away for any reason including illness or holiday, payment of fees (including all charges) will still apply. Please advise the Office Manager via email or telephone as soon as possible.

Notice periods for the universal free hours childcare and the extended 15 hours free childcare.



If your child is moving to another setting, notice needs to be provided **within the first 2 weeks** of the term proceeding the term that your child is due to start elsewhere, September, January, April. This is in line with the local authority's agreement for the provision of the funding. See below:

"I understand that I cannot change the number of free hours I am claiming once my child's Provider(s) has submitted their termly headcount to Bristol City Council (this happens three times a year).

I understand that if I want to change my child's Provider I cannot do so until the start of a new term (i.e. September, January, April) unless I have the express permission of my child's current Provider and Bristol City Council.

I understand that if I over claim for my child's entitlement, steps will be taken by Bristol City Council to reclaim the sum of the overpayment from my child's Provider and that I will be liable to pay for the time at the Provider's standard hourly rate"

Notice periods for fee paying places where some or all fees are payable by parents/carers: 1 month

Fees Payable on acceptance of place:

- Deposit: £200 –refundable in the following July providing all fees are up to date

Children accessing hours above their Funded Childcare entitlement.

- Hourly rate for additional Hours - £8.00

Other charges: (Charges incurred which are not covered by government funding)

Fruit and Snacks - £0.58 per day

Here at St Bonaventure's Pre-school we value the opportunity for the children to share and enjoy a variety of healthy foods together with their friends, and so we charge a voluntary contribution of £0.58 per day to cover the cost of providing Fruit/Snacks.

Extra-curricular activities (Tennis, MUGA, Library, other) - £2.32 per day

St Bonaventure's Pre-School delivers an excellent level of Early Years provision in an environment that provides children with varied and stimulating opportunities both inside and out. This therefore requires ongoing financial expenditure to maintain and enhance our provision. St Bonaventure's Pre-School charges a voluntary contribution of £2.32 per day for these activities.

It is important to note that although there is no statutory obligation to pay the voluntary contributions, it is hoped that parents who attend St Bonaventure's do so because they value and prioritise the specific quality of our provision and want to support this.

These charges will be invoiced monthly @ £2.90 per day for chargeable costs. The totals for 38wks of the year is as follows

(5 days = £551.00) (4 days = £440.80) (3 days = £330.60) (2 days = £220.40) (1 day = £110.20)



FEES

All children three to four years old are entitled to up to 15 hours of free early education for 38 weeks of the year and up to another 15 hours free for working parents if eligible.

Please see <https://www.childcarechoices.gov.uk> Childcare for all 3 and 4 Year Olds.

The current charge is £8.00 per hour for additional paid hours (above any free entitlement)

Sessions	Time	Total Hours	Total Charge
Full Day – Monday to Friday	8.00 - 5.30	9 hours 30 minutes	£76.00
Morning Session	8.00 – 1.00	5.00 hours	£40.00
Afternoon Session	1:00 - 5.30	4 hours 30 minutes	£36.00

Sessions for access to free funded hours only (with no additional sessions)

2 Sessions Monday - Friday 15 Funded hours Only	10:00 – 5:30	7 hours 30 mins	£0.00
3 Sessions 15 Funded hours only	8.00 – 1.00	5 hours	£0.00
4 Sessions Monday - Friday 30 Funded hours Only	10:00 – 5:30	7 hours 30mins	£0.00

In the event that children are collected late from any sessions there will be a charge.

This will be invoiced monthly.

All fees and charges may be reviewed throughout the year and are subject to change.



Useful Information:

Parental eligibility for the working Parent 15 hours of free childcare will be decided by HMRC. Parents will need to complete a (joint) on-line application to establish their eligibility. See link to Online Childcare Calculator <https://www.gov.uk/childcare-calculator>

Parents may work out what free childcare options are available at Childcare Choices <https://www.childcarechoices.gov.uk>

Parents may check if they are eligible for 30 hours and apply @ <https://childcare-support.tax.service.gov.uk/par/app/applynow>

Please see Bristol City Council www.bristol.gov.uk Free Early Education Entitlement for all 3 and 4 Year Olds and Parents Frequently Asked Questions

St Bonaventure's Pre-School reserve the right to review and make any changes to this fees policy