

## Schedule of Fees

### CAPS Fees

#### Registration Fee

One off payment to secure your place at the pre-school and cover the administration of your child's enrolment. Should you choose to withdraw your application, this will not be refunded. If, for reasons beyond our control, we are unable to accommodate your child at CAPS, we will refund this.

£ 50.00

#### Annual Maintenance Fee

Annual fee, payable for every child, each academic year - to cover essentials such as cleaning equipment, craft supplies and your subscription to our online learning journal, eyLog. While our fee to parents is £5.25 p/hr, we are paid considerably less by the local authority for parents' 'free childcare' – as such, we have to charge a top up fee to remain financially sustainable. This has to be paid each year, by all parents – it's not covered by government funding, vouchers or credits.

£ 40.00

#### Hourly Rate:

£ 5.25 p/hr

**Additional Sessions** (booked in advance with Pre-school Leader) above agreed hours:

£ 5.25 p/hr

#### Other charges:

Late collection fee of £10 (please see our Childcare Terms & Conditions)

### Free Childcare Funding, Tax-Free Childcare & Vouchers

**15 hrs Free** - All children, in the term following their 3<sup>rd</sup> birthday, are eligible for 15 hours free childcare funding from West Berkshire Council. CAPS can claim this on parent's behalf once we have received their signed Parent Declaration Form.

**30 hrs Free** - Some families are eligible for 30 hours free extended childcare funding. Please see [Childcare Choices](#) for more information, check eligibility and register. Once registered, please give CAPS your Eligibility Code and National Insurance number so we can claim.

**Tax-Free Childcare** - Some families may be eligible for Tax-Free Childcare. We are signed up to receive Tax-Free Childcare payments... but the payments need to be managed by parents. More information here: [Using Your Tax-Free Childcare](#).

**Childcare Vouchers** – If parents propose to pay using Childcare Vouchers they must inform the pre-school at the time of enrolment to ensure we can accept them.

If for any reason Free Childcare Funding (15 or 30hrs), Tax-Free Childcare or Childcare Vouchers are no longer available to parents – CAPS fees will still need to be paid, in full, by parents (please see our Childcare Terms & Conditions).

### **Late Payment of Fees:**

We are a charity, we face funding cuts by the Local Authority over the next 5 years (at least) – while our fee to parents who pay is £5.25 an hour, we are paid CONSIDERABLY less per hour for all parents ‘funded’ hours – as such, we rely heavily on fundraising to make ends meet each year.

For this reason, we must be very strict on late payment of fees, we will permit 2 weeks grace with a reminder, and speak 1-2-1 with any parents facing financial difficulty – but after 2x weeks we will have to take official action if we have not been paid. Please see our Childcare Terms & Conditions for more information.

### **Refund of Fees:**

We do our utmost to ensure the Pre-school is always running during its normal opening hours and dates each term, however, there are some occasions during the year when we may need to close unexpectedly (for example, but not limited to, adverse weather conditions or staff sickness) or change the pre-school session times due to ‘Special Events’ such as (but not limited to) our Nativity, Photo Day or Summer party.

We do not provide refunds on unexpected closures unless they exceed 3 days. Please see our Childcare Terms and Conditions.

We do not normally charge a fee if children are in attendance for ‘Special Events’ but usually expect parents to collect their children part way through a session (once the even is finished).

We are able to refund fees when there is an occasional planned closure of the pre-school, e.g. scheduled maintenance to the Acland Memorial Hall (which can’t take place outside normal pre-school hours) or when the hall is used as a polling station. In these instances, we will, where possible, inform parents well in advance of the closure, and will either omit the fees from that terms invoice or provide a refund the following term if fees have already been paid.