



## FEE PROCEDURE

### Fees

For the current academic year the following fee structure applies:

**4 hour session                    £13.92 (equivalent to £ 3.48 ph)**

### Payment of Fees

Parent/carers will receive a written statement of fees payable during the week prior to them becoming due.

Fees will be collected by a member of the committee on the due date.

Payment by cheque made payable to '*Footprints Pre-school Playgroup*' is preferred.

A receipt will be issued to any parents/carers who require one.

### Nursery Grant Scheme

South Gloucestershire Local Education Authority operates a Nursery Grant scheme for those settings registered with Ofsted. **Every child becomes eligible for the Grant the term after their 3<sup>rd</sup> birthday.**

The Nursery Grant covers a free nursery/preschool place up to 15 hours per week and is paid direct to the setting at an hourly rate of £3.48. As Footprints operates 12 hours per week, once a child becomes eligible for the grant there be will no fee to be paid to Footprints. Our fee of £3.48 per hour is in line with the Nursery Grant rate and will be reviewed only when the Nursery Grant rate changes.

South Gloucestershire LEA publishes eligibility criteria at the beginning of April each year.

Once a child becomes eligible for the grant, a form and documentation will be given to their parent/carer at the beginning of the Autumn, Spring and Summer terms. Forms will be issued and should be returned to the Leader responsible for the Nursery Grant at the setting.

**See also FEES POLICY**

**See also NON PAYMENT OF FEES POLICY**

Date reviewed.....16 May 2011

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