



Top Banana's Fee Structure

At Top Banana pre-school we believe in open communication with all parents/carers and staff.

Therefore this fee structure will assist everyone to understand our charging.

Opening times:

We operate for 38 weeks per year, closing on bank holidays. We are open Monday to Friday from 8:30am to 3:00pm.

Pricing:

Fees are payable termly in advance and are reviewed annually in the month of April each year. Any changes to current rates will be advised in writing, at least one term in advance. Our fees **do not** include any outings, celebrations or entertainment that is in addition to our usual session activities.

Full Day	8:30 am to 2:30 pm	£48.00	8:30 am to 3:00 pm	£53.00
Morning Session	8:30 am to 11:30 am	£24.00	8:30 am to 12 noon	£29.00
Hourly rate for additional hours accessed				£8.00
Morning sessions 8:30 am - 12:00 noon with a small charge of £5.00 from 11:30 am - 12: 00 noon. Otherwise they will have to be picked up at 11.30am?				

Illness/absence:

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

Closures:

Should Top Banana Pre-school be unable to open due to bad weather or any other unforeseen circumstances, parents will be refunded for a chargeable session or have it discounted from their next invoice. Should closure need to take place part way through a session, a refund will not be given in this instance.

Late pick up:

Children must be collected promptly at the end of a session/day. Should a parent fail to collect their child within 30 minutes of the session/day end, a late collection fee of **£5.00** will be charged for every 5 minutes they are late being picked up.

Late payments:

Fees are to be paid within the time given on the invoice. If you are experiencing financial hardship please speak, in confidence, to **Alison O'Hara** the owner and manager so that 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 in line with our Bad Debt Procedure. Children in receipt of Free Early Education will be able to access their funded hours only.

Payment methods:

Invoices can be settled by cash, cheque or BACS payment.

Snacks and meals:

Top Banana provide a selection of fruit with crackers and cheese and we ask for donations such a **£1.00** per week per child. But all donations would be greatly received.



Free Early Education and Childcare for two, three and four year olds

Free Early Education:

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.

Two year olds:

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. For more information please speak to Alison O'Hara the owner and manager. Eligible date ranges are shown in the table below.

Two, Three and four year olds (The Universal Entitlement):

All children become eligible for up to 15 hours Free Early Education the term after their third birthday. Eligible date ranges are shown in the table below.

Three and four year olds of working parents (The Extended Entitlement):

Some children may qualify for up to an additional 15 hours Free Early Education which is subject to meeting certain eligibility criteria. For more information please speak to Alison O'Hara the owner and manager. A child is entitled for Free Early Education at the start of the term after their second (if eligible), or third birthday in line with the Department for Education table below:

A child born on or between Will become eligible for a free place from	
1st January and 31st March	The Start of Term 5 following their second or third birthday (after April Holiday)
1st April and 31st August	The Start of Term 1 following their second or third birthday (after Summer Holiday)
1st September and 31st December	The Start of Term 3 following their second or third birthday (after Christmas/New Year Holiday)

Our delivery patterns:

Please see information details on how your child can access their Free Early Education hours at Top Banana Pre-school.

Totally free Universal pattern over 38 weeks:

Two, three and four year olds will be funded to a maximum of 15 hours per week.