



**Rougham
Acorns & Woodlands**

Church Road, Rougham, Bury St Edmunds, Suffolk. IP30 9JJ

Tel: 01359 271998

Registered charity no. 1124816

Registered with Ofsted no: EY390482

Fees Policy

Rougham Acorns & Woodlands (RA&W) operates a service which is fair and competitively priced. We aim to offer a high quality service, in a safe and stimulating environment where the needs of individual children are met. You are able to purchase day care from 08.00 – 18.00 Monday – Friday, term time and school holidays.

PRICES FOR 3-4 YEAR OLDS

BREAKFAST CLUB

8.00am – 8.45am : £4.00 per session

PRE-SCHOOL (MORNING)

8.50am – 11.20am £10.00 per session

LUNCH CLUB

11.20am – 12.20pm £4.50 per session

PRE-SCHOOL (AFTERNOON)

12.20pm – 2.50pm £10.00 per session

AFTER-SCHOOL CLUB

3.00pm – 6.00pm £10.00 per session

HOLIDAY CLUB

8.00am – 6.00pm We run a holiday club during the school holidays
£32 for whole day
£22 for half day
£26 for 6 hours
£6.50 per hour (max 3 hours)

PRICES FOR 2 YEAR OLDS

BREAKFAST CLUB

8.00am – 8.45am : £5.50 per session

PRE-SCHOOL (MORNING)

8.50am – 11.20am £12.50 per session

LUNCH CLUB

11.20am – 12.20pm £5.50 per session

PRE-SCHOOL (AFTERNOON)

12.20pm – 2.50pm £12.50 per session

AFTER-SCHOOL CLUB

3.00pm – 6.00pm £12.50 per session

HOLIDAY CLUB

8.00am – 6.00pm £47.00 for whole day
£32 for half day
£36 for 6 hours

Conditions may apply

Loyalty and sibling discounts may apply

All children must enrol before starting.

Sickness

If a child is absent due to sickness or other reasons the fee will remain in place as RA&W will have kept their place open and still have to employ and pay staff. In the case of continuing illness please speak to the Co-ordinator as fees for such absences are at the discretion of the Committee.

Holidays

RA&W is currently closed on all Bank Holidays thus no fee is collected for these days. If a child has a planned holiday that falls during term time the fee will remain in place as RA&W will have kept their place open and still have to employ and pay staff.

Payment of fees

Invoices are sent out on a monthly basis. You can pay by either BACS into our account, cash or cheque. Any cheques which are returned for any reason will be charged with the bank charges incurred by ourselves. We accept childcare vouchers.

Late payment of fees

Fees should be paid within 30 days. If payment is not made within this timescale a reminder will be sent to the parent/carer and payment should be received within 14 days or the parents need to speak to the Co-ordinator. If fees continue to be outstanding the parent will be sent a further letter asking for fees to be paid within 14 days upon receipt of the letter or proceedings through the small claims court will be instigated to reclaim the outstanding amount. Parents will also be asked to withdraw their child until the outstanding fee is paid. Any child who is receiving Early Years Funding will be able to remain at pre-school for their funded hours.

Should a problem arise concerning payment of fees parents should speak to the Co-ordinator as soon as possible to enable RA&W to come to an agreement regarding payment. Confidentially will be assured.

Rougham Acorns & Woodlands Limited

Pre-school Early Years Education Funding Universal 15 hours and 30 hours

RA&W Pre-school are in receipt of Early Years Funding

3-4 year olds can access between 15-30 hours per week term time only. All parents must go to <https://www.childcarechoices.gov.uk/> to see what they are entitled to claim.

A universal PAF form must be completed by all parents each term claiming funding.

RA&W also accept 2 year old funding which is at a maximum of 15 hours per week term time only. You can check to see if you are eligible for this funding by going to [Citizen Portal - Home \(capitaone.cloud\)](#)

All fees charged relate to hours or weeks not funded by the government.

Termination of the contract

RA&W reserves the right to terminate the contract without notice in the event of unsuitable behaviour for parents or non payment of fees following the non payment procedure. At all other times one months notice in writing will be given.

Signed on behalf of the Rougham Acorns & Woodlands Ltd

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(Co-ordinator)

Date:

Signed on behalf of the Preschool:

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(Chair of Committee)

Date: