

Helperbees Preschool

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Sessions and Fees

Introduction

Helperbees Preschool is open Monday to Friday from 9.00am to 3.30pm term time only. We are however able to offer wrap around care from 8.00am to 6.00pm term time. (8.30am-5.30pm during school holidays) for 48 weeks per year, excluding bank holidays, at BASE (our before and after school and holiday club). Please note BASE is closed on the last day of each term. For more information about BASE sessions and fees please refer to the BASE Admissions and Fees Policy.

The core preschool hours are:

Full day runs from 9-3.30pm. We offer morning only sessions which run from 9.00am- 12.00pm.

The term time dates can be seen on the school website.

Should you require your child to attend for a full day you will incur an additional charge for half hour lunchtime supervision as detailed below however you can use your funded hours to cover this.

Funding

Preschool offers access to all Government Funded hours for 2, 3 and 4 years olds as entitled.

Where hours required are in excess of entitlement, parents and carers are able to purchase additional hours should they choose to. Funding can be split across up to 2 provisions, so again where attending hours are over and above the funded entitlement hours, parents/carers are able to pay to access sessions as they need them.

The free childcare entitlement you receive is only payable over 38 weeks. If you are entitled to 15 hours per week this would equate to 570 hours per year (15 x 38). If you are entitled to 30 hours per week this would be 1140 hours per year (30 x 38). The entitlement is generally taken as 15 hours a week for 38 weeks of the year, but you may use hours that you haven't used during a term at a holiday club within that term.

Please see further details here about free childcare entitlements for 2, 3 and 4 year olds here: <https://www.gov.uk/help-with-childcare-costs>

Booking procedure

Parents must complete the necessary registration paperwork before their children can attend Helperbees Preschool.

- **Permanent place:**

Once booked, if a child does not attend for any reason, you will still be charged for this place. If you wish to cancel the place altogether, one term's notice in writing is required.

- **Temporary booking:**

We will accept temporary or occasional bookings as long as there are places available. If a temporary place has been booked and is no longer required, the Preschool must be given 48 hours notice. If notice is not given, the place will still be charged for.

Costs – for hours in addition to funded hours (prices effective from September 2025)

During term time

Morning Session 9am - 12pm	£19.50
Lunch time supervision 12 - 12.30pm	£3.25
Lunch time meal (if required)	£3.00
Afternoon Session 12.30pm - 3.30pm	£19.50

Fees are reviewed periodically. Any change will be notified to parents the term before the introduction of the charge.

Invoicing

Parents/Carers will be issued invoices at the start of a term for that current term (Sept - Dec, Jan- April and April-July). Parents will be issued three invoices a year so one per term. The amount payable is generated by the number of hours they attend per week x by the number of weeks in the invoicing period. The only adjustment that will be made would be for Inset training days.

Invoices must be paid within 14 days of the date of the invoice. If you are finding problems with payments, please speak to the Headteacher with regards to setting up a payment schedule.

Wraparound care before and after school and during school holidays (BASE)

Please refer to BASE Admissions and Fees Policy for details of prices during school holidays.

Monitored by: Full Governing Body

Policy date: April 25

Date of next review: April 26

Review cycle: Annually