

Fees Policy

All children are entitled to 15 hours of funded child care from the term after they turn three. Eligible families are also able to apply for the extended offer of 30 hours of funded childcare. Some children, depending on their circumstances, may be eligible for 15 hours of funded childcare from the date they turn two. Otherwise children will be charged at the rate of:

£5.25 per hour (£19.69 per 3 hour 45 minute session, £39.38 for 7 hour 30 minute all day session) for 3 and 4 year olds.

£5.75 per hour (£21.56 per 3 hour 45 minute session, £43.12 for 7 hour 30 minute all day session) for 2 year olds.

The free entitlements will be delivered consistently so that all children accessing any of the free entitlements will receive the same quality and access to provision, regardless of whether they opt to pay for optional hours, services, meals or consumables. The entitlement is offered free. Parents will not be charged a “top-up” fee to recoup the difference between the amount received from the Local Authority and the current hourly rate.

Additional charges

Government funding is intended to cover the cost to deliver 15 or 30 hours a week of free, high quality, flexible childcare only. It is not intended to cover the cost of meals, consumables, additional hours or additional services.

A deposit is not charged.

Snack is offered at a charge of £0.50 per session, otherwise parents and carers can choose to provide their own healthy snack in a sealed, named container for each session attended. This charge applies to all children whether funded or fee paying. If parents wish to opt out of the pre-school’s snack provision then they may do so at registration. The Pre-School Leader or Deputy Pre-School Leader can help with advice on healthy snack items.

There is also a charge for consumables. This helps to offset the cost of craft activities, play dough, painting, baking, cleaning materials, toiletries, paper work and much more. This will be £2.50 per session. This charge applies to all children whether funded or fee paying. This is voluntary for those families whose child(ren) only access the funding entitlement and will be waived for families in receipt of specific benefits.

When a child qualifies for a free place

The table below shows when a child will become eligible for their free early learning place.

If a child is born between	They are eligible for a free place from
1 st April and 31 st August	1 st September following their 3 rd birthday or
1 st September and 31 st December	1 st January following their 3 rd birthday or the
1 st January and 31 st March	1 st April following their 3 rd birthday or the

*based on a three term school year

Two year old funding

Some two year olds may be eligible for a free early learning place. For example: if parents or carers receive Universal Credit or their child receives Disability Living Allowance. Families are normally notified by letter if they are eligible, but the Pre-School Leader can help parents and carers check their eligibility and complete the application. Eligible children are entitled to up to 15 hours a week.

30 hour Offer, Tax-Free Childcare, Tax Credits for childcare, Universal Credit for childcare, Childcare vouchers and support while you study

Parents can check whether they could be eligible for a range of government childcare offers including the 30 hour offer via Childcare Choices online at:

www.childcarechoices.gov.uk or the Childcare Calculator at: www.gov.uk/childcare-calculator.

Invoices

A session request email is sent out before the end of the previous term asking parents to book their regular sessions for the term ahead.

Invoices are issued in week 2 of each half term and payment is due by week 4.

We cannot refund sessions that have already been reserved, but are not attended.

We can invoice you for extra regular sessions at any point through the term should you decide that you wish to increase the number of sessions that your child attends.

We offer 'ad hoc' sessions when space permits, which you may book at the cost of £20.69 (3/4 year olds) or £22.56 (2 year olds). The increased charge for these occasional sessions covers the cost of the administration involved. Ad hoc sessions are payable as soon as the invoice is issued.

We ask for four weeks' notice in the event of your child reducing their sessions or leaving the setting for both funded and unfunded sessions. This is in line with guidance from Early Years Finance Department.

Recovery of unpaid fees

If payment is not received, email reminders will be issued followed by a letter informing the parent/carer that unless payment is received their child will not be allowed to attend any unfunded sessions, and that these sessions will only be held for them until the end of week 5.

Parents and carers will be offered the option of a payment plan to pay off the outstanding debt.

Once this has been paid, the child may access their unfunded sessions.

Unfunded sessions can be held open until the end of week 5, after that, they become available for other children to take up if required.

