



Fees Policy

We believe in open communication with all parents/carers and staff. This fees structure will assist everyone in understanding our charges.

Opening times: We operate for 38 weeks per year, closing on bank holidays. We are open Monday to Friday from 9 am to 3 pm.

Pricing: Fees are payable termly in advance and are reviewed annually. 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.

We do not charge “top-up fees” for government-funded children. Therefore, children can access their free entitlement without having to pay additional fees.

We do not charge a deposit or registration fee

We operate a ‘no arrears’ policy. This is to protect the setting budgets and prevent parents from building up arrears which they then have difficulty meeting.

Full-Day 9 am to 3 pm	£30
Morning Session 9 am to 12 noon	£15
Afternoon Session 12 noon to 3 pm	£15
Hourly rate for additional hours accessed	£5

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 the pre-school/nursery 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 take place partway 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 on time, a late collection fee of £ 7.50 will be charged, and a further £7.50 per fifteen minutes or part thereafter.

Late payments: Fees must be paid within seven days of the invoice date. If you are experiencing financial hardship, please speak, in confidence, to the owner/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 Arrears 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, credit/debit card, childcare vouchers or BACS payment. We are also registered for the online Government Tax-Free Childcare Scheme.

Snacks Morning and afternoon snacks are included in the fees.

Meals

Our charge for a hot meal is £2.20 per day. Children in receipt of Free Early Education will be able to bring in their own meal.

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 four providers in any one week. No session is to start before 6 am or finish after 8 pm.

Two-year-olds: Some two-year-olds may be eligible to receive up to 15 hours of funding known as the Free for Two Scheme (FF2), subject to certain eligibility criteria. For more information, please speak to the owner/manager. Eligible date ranges are shown in the table below.

Three and four-year-olds (The Universal Entitlement): All children become eligible for up to 15 hours of 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 of Free Early Education, subject to certain eligibility criteria. For more information, please speak to the owner/manager.

A child is entitled to Free Early Education at the start of the term after their second (if eligible) or their 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
1 st January and 31 st March	The Start of Term 5 following their second or third birthday (after the April Holiday)
1 st April and 31 st August	The Start of Term 1 following their second or third birthday (after the Summer Holiday)
1 st September and 31 st December	The Start of Term 3 following their second or third birthday (after Christmas/New Year Holiday)

Our delivery patterns: Your child can access their Free Early Education hours at this pre-school/nursery.

Totally free Universal pattern over 38 weeks: Two, three, and four-year-olds will be funded to a maximum of 15 hours per week.

Totally free Extended pattern over 38 weeks: Eligible three and four-year-olds will be funded to a maximum of 30 hours per week.

Full-Day 9 am to 3 pm	6 hours free per day over 38 weeks (term time)
Morning Session 9 am to 12 noon	3 hours free per day over 38 weeks (term time)
Afternoon Session 12 noon to 3 pm	3 hours free per day over 38 weeks (term time)

Chargeable Patterns Including Free Early Education Hours:

Children accessing sessions outside of their Free Early Education will be charged at our current rates, as shown in the table on page 1. You will be invoiced in the usual way showing how many free hours your child has accessed in that period and the additional charges.

Staff Name	Date received	Please sign to show you have read and understand this policy.