

## FEES POLICY – PRESCHOOL

Date:	September 2025	Review Date:	September 2026
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We operate a service which is fair and competitively priced. We aim to offer a high quality, safe and stimulating environment that provides a service that is good value for money. Opening times and hours for the preschool are 9.00 am – 3.00 pm, Monday – Friday for preschool core sessions. Extended wrap-around services are available from 8.00am – 5.15pm (subject to availability).

Children can access preschool core sessions 9.00 am-12 noon and/or 12 noon – 3.00 pm.

This fees policy forms part of the contract between the preschool and the parents.

### ***Booking, Fees and Billing***

- At point of registration, we charge a £20.00 administration fee (not applicable for those accessing funded hours).
- We do not charge a retainer. A place is held open for a child once they have registered and confirmation is given to the parent. Actual session days and times are only confirmed once staff: child ratio permits.
- We charge £16.50 per core preschool session. A voluntary healthy snack fee of 50p per session is also payable. Extended wrap-around sessions are payable at £5.50 per 1 hour session.
- We are in receipt of Early Years Education Funding (EYE) (see below).
- Fees are calculated on a monthly basis and invoiced in advance, to be paid by the last working day of the preceding month.
- Invoices will be issued during the first week of the month. Any additional charges for extra sessions or incurred costs will be invoiced in the following month.
- Fees are to be paid via Parentmail, childcare vouchers or via Government tax free childcare account to the school office.
- Fees are payable when a child does not attend the setting due to parental choice or short-term illness.
- In the case of a child's long-term illness, the manager will consider individual circumstances and work with the parent to establish an amicable solution.
- We do not charge for Bank Holidays.
- If the preschool is forced to close due to unforeseen or emergency circumstances, fees will still be charged and are non-refundable.
- If the preschool has to close for any other reason, no charge will be made or a refund will be issued.
- If you would like to change the hours your child attends the preschool, please use the form on the school website (Preschool page) or email the preschool – preschool@CMPS.uk

- A decision will be made with consideration to the preschool's waiting list and number of children already attending the preschool during those sessions. We would endeavour to establish new sessions within a month's time frame.
- Parents are notified of the agreed sessions either verbally or by email.
- One calendar months' notice is required if you would like to cancel your child's place at the preschool. Fees will be charged for the notice period even if the child does not attend during that time.
- A late collection charge of £5 per 15 minutes will be charged via ParentMail if a child is collected late.
- A late payment fee is due if invoice not paid on time, see invoice details below.
- Where the first month's instalment is not paid after 1 month from the date of invoice, a written reminder will be issued. If no payment has been received by the end of the second month, a second letter will be issued requesting payment of fees due to date within 14 days. If fees are not paid within 14 days of reminder, we may commence proceedings through the small claims court to reclaim the outstanding amount. In the case of the latter, the child's place at the preschool will be terminated. (Refer to non- payment of fees procedure below.)

***Non-payment of fees procedure:***

1. A meeting will be set up within a week of any outstanding invoice, in order to undertake debt recovery (payment plan, explaining that this is only for the debt, all other fees need to be paid on time. The meeting is noted and a letter sent to parent stating agreement of the procedure agreed by both parties, stating the timeline for the debt recovery).
2. Procedure if debt is not paid off as agreed (if parent misses a payment, reduce to EYE funding hours until debt is cleared or place withdrawn, letter sent to parent or another meeting is requested)
3. If parents do not keep to payment plan with child attending only EYE funded hours, *then place is withdrawn*.
4. Recovery of outstanding debt (no debts are 'written off', the setting will send a letter stating that they are proceeding to recover the outstanding debt through the small claims court)

***Early Years Entitlement Funding (EYE funding) details:***

- We are in receipt of EYE funding for all three and four year olds; this will be available from the funded period after your child's third birthday if accessing universal 15 hours.
- We are in receipt of EYE income-based funding for two-year olds; this will be available from the funded period after your child's second birthday.
- We are also in receipt of EYE working families funding; eligibility is after an application has been made and confirmed with an eligibility code. Working families funding is available for children aged 9 months upwards (those attending preschool must be aged 2 years and over) where qualifying criteria is met. Working families funding is for 30 hours from September 2025 (this will top up universal funding for three and four year olds to 30 hours, or be a total of 30 working family's hours for eligible two year olds at the setting). **It is the parent's responsibility to apply for this AND renew the code every three months.**
- EYE funding entitlement is Universal for 15 hours per week and Extended 15 hours per week, according to eligibility, for 38 weeks of the year. Any remaining weeks the setting is open outside of the 38 weeks

will be chargeable at the usual session rate. A parent is signing up for a place for the full academic year, term-time only.

Maximum EYE hours per year: Universal = 570 Extended = 570 totalling 1140 available over the year.

Parents may use more than one provider, but you can only claim the maximum entitlement of hours per funding period in total.

- To claim the EYE funding the following information is needed:
  - Child's birth certificate
  - Local authority child registration form
  - EYE funding parent declaration form (presented by the Preschool each term, and signed by parent)
  - Letter re 2 year old funding, sent direct to parent and presented to the Preschool
  - Extended/working families hours – parents apply for this and present the Preschool with information and then sign a consent form to allow the relevant checks to be made
  
- Parents will be required to pay for:
  - Any session hours that exceed the EYE funding allowance (hours that exceed weekly allowance, and weeks outside of the funded 38 weeks)
  - Late collection fee
  - Late invoice payment fee, plus interest

### ***Support with childcare costs:***

Parents/carers may be able to get help with childcare costs.

Please see: [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) for advice and help with calculating the costs you may receive.

Parents/carers need to apply for two-year old funding and extended/working families 15/30 hours funding and inform the Preschool if they are eligible. The Preschool takes steps to confirm eligibility and reduced fees are detailed in monthly invoices.

All 3 and 4 year olds are eligible for 15 universal hours funding, the term after the child turns 3. The Preschool arranges payment to be made with the local authority.

Working families hours funding eligibility needs to be reconfirmed by parents/carers and checked by the Preschool on a regular basis.

### ***Other Payment Methods:***

- We accept childcare vouchers eg. Sodexo/Care-4. Please speak to the School Office if you wish to use this method of payment.
- Tax-Free Childcare is available – parents are required to apply for their own HMRC account entering the school's UTR number. Further information available on the Childcarechoices website.

### ***Invoices:***

- Parents receive a hard copy invoice, by hand, and the total invoice amount is uploaded to their Parentmail account
- Invoices are given during the first week of the month
- Invoices are calculated for each child for the coming month. Any additional hours or costs incurred from the previous month are included.  
The session rate is £16.50 (which is either 9-12 or 12-3) plus a 50p voluntary healthy snack fee.  
Extended wrap-around sessions are payable at £5.50 per 1 hour session.  
Any sessions attended which are not funded are charged at £16.50 for a core session or £5.50 for extended wrap around sessions.  
Late collection fee of £5 per additional 15 minutes after the end of the session.
- Late payment fee of £20, plus daily interest of 3% above the Bank of England base rate is charged on the outstanding amount.
- Payments are to be made in full or on a weekly basis with prior arrangement, with the manger
- Payments can be made via: Parentmail, childcare vouchers or via Government tax-free childcare account.

***Termination of the contract:***

***Preschool***

The preschool reserves the right to terminate the contract without notice in the event of unsuitable behaviour from parents or non- payment of fees following the non-payment procedure. At all other times, one month's notice in writing will be given.

***Parents/Carers***

One month's notice must be given to the preschool to terminate a child's place. If written notice is not received, one month's fees will be charged and EYE funding entitlement for that month will be claimed.