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11.01 Payment of Fees

Policy Statement

Our setting is committed to providing a fair and open admissions system. It is our intention to ensure that parents are aware in advance of the fees they will be required to pay, and, when and how they will be expected to pay them, to ensure the continuing financial viability of Pre-School. Pre-School is a committee-led setting and all matters relating to admission and the payment of fees will be dealt with by the committee.

Fees

The fee scale is as follows:-

Hourly Rate: £8.50 per hour or part thereof

It is important that parents drop off and pick up their child promptly at the start and end of their agreed hours. This enables appropriate staffing to be arranged for booked sessions and ensures the safety of everyone at Pre-School. Therefore we have implemented an early drop off and late pick up fee.

Early drop-off/late pick-up fee: £8.50 per 15 minutes

Morning snack: 50p
Afternoon snack: 50p
Hot Lunch £2

Voluntary Contributions for Funded Places
Government funding does not fully cover the cost of providing high-quality early education. We ask families to consider a voluntary contribution to help cover the cost of weekly forest school sessions, yoga, mini athletics, dance as well as end of term celebrations and a plethora of other activities. Without this additional support, we may need to reduce certain aspects of our early education provision or review the number of funded places we are able to offer in the future. Contributions are entirely optional in line with Ofsted and DfE requirements and choosing not to pay will not affect your child's funded place.
Voluntary Contribution **£2 per funded day**

Fee Structure

Early Education Fund (EEF)
The term after **ALL** children living in England turn 3 years of age, they are entitled to 15 hours of funded early education for 38 weeks of the year (up to 570 hours per year).

For eligible working families in England, up to 30 hours of early education over 38 weeks of the year the following funding is currently available for children from the term after they turn 9 months of age:

To find out if you are eligible please go to

https://beststartinlife.gov.uk/

If you are eligible, **you will be given an 11-digit code** that Pre-School will need in order to be able to claim the funding.

You will need to reconfirm your eligibility every three months and will receive a reminder text message or email before the deadline from HMRC.

For families in England that receive some additional forms of government support, or if your child

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- has been looked after by the local authority for at least one day
- has been adopted from care
- has left care through special guardianship
- is subject to a child arrangement order

you may be entitled to 15 hours of funded education for 38 weeks of the year (up to 570 hours per year) from the term after your child turns 2.

To find out if you are eligible please go to
https://www.herefordshire.gov.uk/family-support/early-education-funding-parents/3

If you are eligible, **you will be given an EY voucher code** that Pre-School will need in order to be able to claim the funding.

EEF can be used between 9.00am and 3.00pm. All sessions over the 15/30 hour entitlement will be charged at £8.50 per hour.

Please note that funding commences the term after your child turns the stated age.

Birthday falls between	**Term funding starts**
1 April - 31 August	September
1 September - 31 December	January
1 January - 31 March	April

Due to differing term lengths there could be a shortfall of funding and Pre-School reserves the right to charge parents for any unfunded sessions.

Early Years Pupil Premium (EYPP)

Early Years Pupil Premium is additional funding for early years settings to improve the education they provide for disadvantaged children.

Your child may be eligible for the EYPP if you get any of the following benefits:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit, (provided you are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit 'run-on' - the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit

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Your child may also receive EYPP if they:

- have been looked after by the local authority for at least one day
- have been adopted from care
- have left care through special guardianship
- are subject to a child arrangement order

If you think you may be eligible or have any queries, please do not hesitate to ask a member of staff.

Tax Free Childcare

Tax-free childcare is a government scheme to help working families with their childcare costs and can be used to pay any fees not covered by EEF.

Parents can open an online childcare account to pay their registered childcare providers directly. For every £8 a parent pays into their account, the government will add £2 **up to £2,000 per child per year.**

To apply, you (and a partner) should:

- be 16 years old or over
- be employed or self-employed
- earn at least **£139** a week and **not more than £100,000 per year per parent** (only one parent must be working in a lone-parent family)
- **Not be** receiving Tax Credits, Universal Credit or childcare vouchers

You need to apply online https://www.childcarechoices.gov.uk/

You will need to reconfirm your eligibility every three months and will receive a reminder text message or email before the deadline from HMRC.

Universal Credit for Childcare

If you are working, Universal Credit can help with the costs of childcare – not dependant on the number of hours you work.

You may be able to claim up to 85% of your childcare costs if you are eligible for Universal Credit and meet some additional conditions. The amounts you can receive in childcare costs are:

- a maximum of £646.35 per month for one child
- and a maximum of £1,108.04 per month for two or more children

Childcare support is currently paid in arrears. This means that you will usually pay the costs yourself, and Universal Credit will then pay you some of that money back.

You **cannot** claim Universal Credit at the same time as:

- Tax credits
- Tax-Free Childcare

Funding in Wales

If you live in Wales, we are registered and can claim funding for 3-4 year olds but their system is slightly different. Please go to https://www.gov.wales/get-30-hours-childcare-3-and-4-year-olds for further information.

Other childcare vouchers may also be accepted. Please talk to a member of staff if you have any queries.

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An illustration of how the Pre-School billing system operates is shown below.

	Breakfast Club 8.00-9.00am	**Kids Club 3.30-4.30pm**	**Kids Club 4.30-5.30pm**	**Kids Club 3.30-5.30pm**
EEF	N/A	N/A	N/A	N/A
Non Funded	£8.50	£8.50	£8.50	£17.00

	Morning Session 9.00am-12.00pm	**Afternoon Session** 12.00-3.00pm	**Short Day** 9.00am-3.00pm	**School Day** 8.30am-3.30pm	**Long Day** 8.00am-4.30pm	**Full Day** 8.00am-5.30pm
EEF Voucher	£0.00	£0.00	£0.00	£8.50	£21.25	£29.75
Voluntary Contribution for Funded sessions	£2	£2	£2	£2	£2	£2
Non Funded	£25.50	£25.50	£51	£59.5	£72.25	£80.75 (not available Monday or Friday)
Snack	£0.50	£0.50	£1	£1	£1	£1
Hot Lunch	£2.00	£2.00	£2.00	£2.00	£2.00	£2.00

Payment of Fees

The method of payment of fees is as follows:

- Invoices will usually be issued monthly and cover up to the last day in the month
- Any extra sessions will be invoiced at the end of the month and sent out with the next month's invoice
- Invoices include:
    - The number of sessions charged, including Breakfast and Kids Club
    - The number of EEF hours claimed

Pre-School reserves the right to charge an early drop-off/late pick-up fee for time outside your agreed session times.

- Fees should be paid within two weeks of invoices being issued.
- Fees may be paid weekly or monthly.
- Payment by instalments can be arranged if required but should, if possible, be requested in advance.
- Payments can be made by BACS or via an employer's childcare voucher scheme. Regular payment by standing order may be arranged and Pre-School's bank details are available at the bottom of the invoice. Receipts are issued if requested.
- Fees are charged for all regular sessions, as well as any additional sessions attended. Fees will not usually be waived for non-attendance (e.g. for illness or family holidays) except for in exceptional circumstances (e.g. prolonged absence, i.e. sabbatical, or long-term illness). Under these circumstances, the committee reserves the right to charge a retainer fee.

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- For school children attending Breakfast and Kids Club sessions only, if a child does not attend a session due to an event at school e.g. Film Club, fees will only be credited at the end of the month providing 48 hours notice is given.
- Once sessions are confirmed after starting Pre-school, parents may be given a letter stating the cost per term if required.
- If an invoice remains unpaid seven days following the payment due date, a reminder will be sent. If payment is still not received by the end of the half term, a further reminder will be sent out asking requesting payment within seven days.
- If there is no payment in response to this, the chairperson or treasurer will contact the parent directly to ask for immediate payment.
- If immediate payment is not made, a structured repayment plan must be agreed between the chair and the parent and a copy signed by both parties.
- If a child has outstanding fees with no written payment plan agreed at the end of any term, they will not be permitted to return to Pre-School the following term except for hours covered by EEF.
- Non-payment may be referred to the small claims court for recovery.
- In extreme circumstances where a child's safety maybe compromised, the Pre-School committee may consider using ring-fenced money to allow the child to attend Pre-School for additional hours.
- When leaving the setting, half a term notice is required.
- Fees will be reviewed by the Pre-School committee as deemed appropriate by the committee.

Last Reviewed March 2026

This Policy will be updated as necessary to reflect best practice and to ensure compliance with any changes or amendments to relevant legislation