

10.1 Charging Policy

Please respect our charging policy, as the fees charged for Pre-School care reflect the safe and stimulating environment the setting provides for children. They also ensure the continued high standards and sustainability of the Pre-School.

1. Booked Sessions

Pre-School provides sessional day care (Monday-Friday) with a morning session (9am-12noon) and afternoon session (12noon-3pm). Childcare can only be booked by session and will be charged for or claimed for through the Funded Early Education and Childcare for 2, 3 and 4 year olds government scheme accordingly.

Sessions are requested on registration by filling out the Booking Form. These are confirmed as booked in the registration letter issued by Pre-School on receipt of the Registration and Booking Forms (and a refundable deposit if applicable – see below).

We require all children to attend a minimum of two sessions each week. This helps children to settle into Pre-School, build secure relationships with their key worker and the staff team, and to feel more integrated into the group. This will also help their key worker to gain a more accurate understanding of the children's development.

A refundable deposit will be requested for any charged sessions of £10 per calendar month before your child starts (no deposit will be required less than a month before your child starts). The deposit will be taken off the first invoice(s). A deposit cannot be charged for children only accessing Funded Early Education and Childcare for 2, 3 and 4 year olds.

2. Funded Early Education and Childcare for 2, 3 and 4 year olds

Funded Early Education and Childcare for 2 year olds is available for children (children can start Pre-School at the beginning of the half-term in which they turn 2 ½ - see 10.2 Admissions Policy for more information), if the family is eligible. This enables us to provide your child with 15 hours of free childcare per week.

The Universal Entitlement of the Funded Early Education and Childcare for 3 and 4 year olds enables us to provide your child with 15 hours of free childcare per week over 38 weeks in five 3 hour sessions. 570 hours can be claimed in the year from the funding block after your child turns 3. The funding blocks start on 1st September, 1st January and 1st April. Sessions (hours) booked over the 570 hours will be charged for. The Extended Entitlement of the Funded Early Education and Childcare for 3 and 4 year olds



enables us to provide your child with 30 hours of free childcare per week over 38 weeks (1140 hours) if the family is eligible.

Children eligible for Funded Early Education and Childcare for 2, 3 and 4 year olds, who have previously claimed this at another setting, can start claiming at Crick Pre-School, but only after the previous setting has ceased to claim the Funded Early Education and Childcare for 2, 3 and 4 year olds (claimed during the notice period). Fees will be charged until we are able to claim the Funded Early Education and Childcare for 2, 3 and 4 year olds.

To claim the Funded Early Education and Childcare for 2, 3 and 4 year olds for your child, you must complete and sign a parental contract stating the number of hours for which you are claiming Funded Early Education and Childcare. Proof of the child's identity and your home address will also be required. You can claim the Funded Early Education and Childcare for 2, 3 and 4 year olds from the funding block after your child turns three years old. The funding blocks start on 1st September, 1st January and 1st April.

Funded Early Education and Childcare for 2, 3 and 4 year olds will be claimed based on your child's booked sessions (even if the child does not attend due to illness, holiday, emergency closure or any other absence), unless due notice has been given, see notice periods below. All sessions are staffed according to the children's booked sessions and have to continue in this way whether a child can attend their booked sessions or not. Therefore the Funded Childcare still needs to be claimed to ensure the sustainability of the Pre-School and fair treatment of staff.

Please ring or text the Pre-School if your child is ill or absent. If you have booked a holiday, please confirm the dates beforehand in writing (email/letter).

3. Fees

Fees are charged on a sessional basis for any sessions booked that are not claimed through Funded Childcare.

Please refer to the fee structure sheet in the Operational Plan or on our website for current fees per session (including sessions booked over the Funded Early Education and Childcare for 2, 3 and 4 year olds).

There are no discounts for siblings.



Ad-hoc sessions can be booked (written/email confirmation required) where there is excess capacity (based on the staff:child ratios for booked sessions) and this differs each day. The sessions will be filled on a first come first served basis providing the correct staff:child ratios can be maintained. The ad-hoc session can only be confirmed less than 4 weeks in advance, to prioritise keeping the space free for any new starters. The ad hoc sessions will be charged at the usual session price (unless they can be funded by the Funded Early Education and Childcare for 2, 3 and 4 year olds). An invoice will be issued at the end of term for any extra sessions you book for your child. If this becomes more regular you will be asked to commit to the session long term as with the other sessions you currently have.

4. Payment of fees

Fees are due every half term for the current half term and as such are non-refundable due to overheads (unless due notice has been given, see notice periods below). Invoices are issued at the start of every half-term and a payment date of 14 days from the invoice date is given. Pre-School cannot refund any sessions missed due to illness, holidays or for emergency closures (see our Closure Policy (10.3)). When there is a trip out, fees are still payable and will not be refunded due to ongoing overhead costs. Refunds will only be given in exceptional circumstances at our discretion.

Fees can be paid in cash, by cheque, by standing order or via an employer's childcare voucher scheme. Fees paid by cash or cheque must be handed directly to our Business Manager who will issue you with a receipt.

A reminder will be issued on the day the fees become overdue, followed by a final demand (if fees have still not been paid within 7 days), whereby your child will not be able to attend the sessions (that are paid for) until the outstanding amount is paid. No further debt will be allowed to build up. In exceptional circumstances, Pre-School reserves the right to deny the child access to their Funded Early Education and Childcare for 2, 3 and 4 year olds until the debt has been cleared.

If you are experiencing difficulties in the paying of fees please contact the Business Manager and we will do our very best to come to an agreement regarding payment. Confidentiality will be assured.

Help with paying for your childcare:

Please visit www.childcarechoices.gov.uk for information about help paying for childcare including Funded Early Education and Childcare for 2, 3 and 4 year olds – Universal Entitlement (15 hours per week of free childcare) or Extended Entitlement (30 hours per week of free childcare), tax-free childcare, tax credits for childcare, universal credit for childcare, childcare vouchers and support while you study.

Fees are reviewed annually in May/June and any increase is communicated to the parents via a letter in July for a September start.

5. Refund of fees

There will be no refund for sessions missed due to illness, holidays, for emergency closures (see our Closure Policy (10.3) or any other absence. All sessions are staffed according to the children's booked sessions and have to continue in this way whether a child can attend their booked sessions or not. Therefore the fees still need to be charged or Funded Early Education and Childcare claimed to ensure the sustainability of the Pre-School and fair treatment of staff.

Please ring or text the Pre-School if your child is ill or absent. If you have booked a holiday, please confirm the dates beforehand in writing (email/letter).

6. Late collection penalty charge

If you are late collecting your child from Pre-School a late collection penalty charge of £20 will be applied at the committee's discretion.

7. Notice periods for Funded Early Education and Childcare and invoiced sessions

Increasing your child's sessions

We require four weeks' notice, in writing (email/letter), of your intention to increase your child's sessions at Pre-School, however we will do our best to accommodate this as soon as possible.

Swapping your child's sessions

In order to avoid disrupting the stability of the setting, the children and the staff:child ratios, temporary swapping of sessions within the setting cannot be accepted. If extra sessions are required (in addition to those booked), ad-hoc sessions will need to be booked. If you intend to swap your sessions on a long term basis, we require four weeks' notice, in writing (email/letter), however we will do our best to accommodate this as soon as possible.

Reducing your child's sessions

We require four weeks' notice, in writing (email/letter), of your intention to reduce the number of sessions your child attends at Pre-School. You will still be charged for your child's booked sessions and/or Funded Early Education and Childcare will be claimed during the 4 week notice period.

Withdrawal from Pre-School

We require four weeks' notice, in writing (email/letter), of your intention to withdraw your child from Pre-School. You will still be charged for your child's booked sessions and/or Funded Early Education and Childcare will be claimed during the 4 week notice period.



This policy was adopted at a meeting of

Crick Pre-School

Held on

25th September 2019

Last reviewed

18th May 2022

Date to be reviewed

May 2023

Signed on behalf of the management committee

Name of signatory

Clare Thompson

Role of signatory (e.g. chair/owner)

Chair