



Fees & Funding Policy (Updated NOV 2025)

Standard Fees

Each hour at Chudleigh Knighton Pre-school is charged at £6.00 per hour.

Chudleigh Knighton Pre-school Ltd. is a charity and therefore relies heavily on the prompt payment of all fees.

Government funding for 3- & 4-year-olds: Early Years Entitlement (EYEF)

The term after their third birthday, all children become entitled to government funding with an OFSTED registered provider of 570 hours over a period of 38 weeks a year (which is 15 hours per week).

If you exceed your 15 hours per week allocation, then any extra hours are payable at a cost of £6.00 per hour.

For Chudleigh Knighton pre-school to access this funding you need to complete a parent declaration form and provide proof of ID - your child's birth certificate or passport. Please complete all sections of this form as the information will also allow the pre-school to apply for any additional funding such as EYPP (Early years pupil premium).

The child will not be able to start Pre-school until the necessary documentation has been filled in.

Working Entitlement.

Working families can apply for this entitlement, which provides up to 30 hours of funded sessions for eligible families of all under 5's.

Eligible families will be given an 11-digit code which they must pass on to the preschool the term before any additional hours are claimed for us to complete a verification check.

Visit www.beststartinlife.gov.uk for more information.

Families receiving additional support (FRAS). Targeted Funding for 2-year-olds.

Chudleigh Knighton Pre-school are an OFSTED approved provider of 2-year-old childcare.

If you receive an invitation in the post, your child may be entitled to 2-year-old funding – but you will need to check your eligibility.

[Check your eligibility now](#)

If you have not received an invitation but think you may be eligible, you can still [check your eligibility](#) via the citizen portal or by calling 0345 155 1013.

Parents/Carers will need their National Insurance Number or National Asylum Support Number (if applicable) to make a 2-year-old funding application.

If you are eligible, you will be sent either an email or a message (you can choose which).

The pre-school will need to see this message to access your funding.

Your 2-year-old is eligible for FRAS funded childcare if you receive any of the following benefits:

- Income Support
- Income-based Jobseeker's Allowance (JSA)
Income-related Employment and Support Allowance (ESA)
- Universal Credit, and your household income is £15,400 a year or less after tax, not including benefit payments
- Child Tax Credits and your household income is £16,190 a year or less before tax
- the guaranteed element of Pension Credit
- the Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)

2-year-olds can also get funded childcare if they:

- are looked after by the Local Authority
- have an Education, Health, and Care Plan
- get Disability Living Allowance
- have left care under an adoption order, special guardianship order or a child arrangements order

Working Tax Credit and Universal Credit

If you receive working tax credit, or universal credit you may be able to get help towards the cost of childcare. For further details contact the helpline on 0845 300 3900 or visit www.hmrc.gov.uk/taxcredits or www.gov.uk/universal-credit

Tax Free Childcare.

We are registered to receive tax free childcare payments, which replaced the childcare voucher scheme. Eligibility for this and other information for help with childcare costs is available at www.beststartinlife.gov.uk

Invoices.

Half Term: You will receive an invoice for any unfunded hours in the first 2 weeks of each half term. Terms of payment will be on the invoice; payment must be made before the end of the ½ term.

If you would prefer to pay weekly then please speak to Julia who will be able to set up a payment plan.

Payments.

We encourage online payment directly into the bank account.

NatWest. Chudleigh Knighton Pre School Ltd

Sort code: 54-10-39 Account Number 15725421. Please use your child's name as the payment reference.

Please place all cash and cheque payments in an envelope addressed to Julia and marked with the child's name and FEES. A receipt for cash fees paid will be placed in your child's basket.

Payments should be made by the date requested in the invoice.

If you are unable to pay fees within this time period, please advise Julia and a payment plan can be arranged.

Leaving

If your child is leaving Chudleigh Knighton Pre-school, 4 weeks written notice must be given to the office. If a child leaves without notice, fees must be paid for the 4 week notice period. For government funded children transferring to another setting the funding will be switched after the 4 week notice period has passed

Breakfast Club

Breakfast club is available for 1 hour on Monday, Tuesday, Wednesday & Thursday mornings, from 8.30 – 9.30. You can use part of your funding entitlements to cover the hourly charge.

The cost per day for the provision of breakfast cannot be taken from funding therefore we request a £1 contribution per day per child attending which will be invoiced ½ termly.

Late Payment of Fees

If fees remain outstanding for more than one-half term, then pre-school reserve the right to undertake any of the following actions as appropriate:

- Charge interest on the amount outstanding at a daily rate of 2% above the Bank of England base rate.
- Exclude the child from pre-school *
- Pursue the matter in the small claims court

**Please note: any child who is receiving Early Years Entitlement Funding will be able to remain at pre-school for their funded hours, but any unfunded hours will be withdrawn until the debt has cleared.*

Bounced Cheques

In the event of a cheque being returned to the Pre-school's bank account marked unpaid we will:

- Contact the parent or guardian of the child concerned if the payment is for fees. In any other case, we would endeavour to contact the account holder.
- Ask for an alternative payment to be made to include the fee we are charged by our bank for accepting the original cheque
- Allow the parent five working days to discuss the returned payment with their bank and/or account holder

Sickness/Holidays

If a child is absent due to sickness, holidays, or other reasons the fee will remain in place as the preschool will have kept their place open and still must employ and pay staff. In the case of continuing illness please speak to Mandy or Julia as fees for such absences are at the discretion of the Pre-school Management.