

HARPOLE PRE-SCHOOL

"Kind Hands, Kind Hearts, Fun Learning"

8.1: Charging Policy
Policy & Procedure

Policy statement

At Harpole Pre-school, we believe the fees we charge reflect the safe and stimulating services we provide for the children and ensure the continued high standards and sustainability of the pre-school. In doing so, we ask all parents/carers to respect our policy.

Procedures

The Schedule of Charges

1. The fees are reviewed at the Committee's discretion.
2. The pre-school will notify the parents in writing 4 weeks in advance of any price increase.
3. For 2026 from 1st April current fees are:

   Paying 2 year olds (additional to funded hours)
   £24.00 per am session (9am-12pm, Monday-Friday)
   £8.00 per lunch club (12pm-1pm, Monday-Friday)
   £24.00 per pm session (1pm-4pm Monday-Friday)

   Paying 3-4 year olds (additional to funded hours)
   £21.00 per am session (9am -12pm Monday - Friday)
   £7.00 per lunch club session (12pm-1pm, Monday-Friday)
   £21.00 per pm session per hour (1pm-4pm Monday - Friday)

   Breakfast is available between 8am-9am Monday-Friday at the same hourly rate as lunch club plus a £2 voluntary contribution for the meal.

   Funded hours can be used for all sessions and any hours attended above the funding entitlement for any session are charged at the current hourly rate.

   The Early Education and Childcare Funding is intended to cover the cost of the childcare place and EYFS provision. It is not intended to cover the cost of snacks/meals, non food consumables, activities or additional extras the following charges will apply. These charges are voluntary and parents can choose to opt out of paying for 1,2,3 or all of these charges.

   Option A – The place is provided free of charge but parents will need to supply a snack for each am and pm session attended, non food consumables and the child will not be able to participate in any of the additional activities that preschool provide above and beyond the basic entitlement. If the parent arrives at preschool without a snack or the non food consumables the child will not be able to attend until they have been supplied.

   Alternative options for anyone not willing to make the voluntary contributions (Option A)

- Breakfast and snack food – parents will be required to bring in their own snack/food for each session attended in accordance with our Food Policies. We encourage that the snack/food provided is similar to the menu we provide for that session so that the child feels included however the parent can provide their own breakfast meal/snack in accordance with our Food Policies.
- Parents can bring in non food consumable items if they are not willing to make a contribution to include nappies, nappy bags, spare clothes, wipes, disposable gloves, tissues, paper towels and suncream.
- If parents are not willing to make a voluntary contribution for activities their child wont take part in these additional activities and instead the standard EYFS will be provided.

Option B – The parent can opt to make a voluntary contribution each month for snacks, non food consumables and activities. The parent will be invoiced for these voluntary contributions on a monthly basis. A parent can opt out of this option and revert to Option A at any time and no refunds will be given for payments made to date. A parent can only opt in to this option at the start of September, January and April and can opt out any anytime but not rejoin until the start of the following academic year (September).

Voluntary Charges –

Snack – £1.25 per morning and afternoon session attended

Non food consumables – £1.25 per funded session attended to cover nappies, nappy bags, spare clothes, wipes, disposable gloves, tissues, paper towels, suncream.

Activities – Butterflies - £36.00/month & Caterpillars/Bumblebees £16.00/month. Activities for all children include celebrations for Halloween, Christmas, Easter, Religious celebrations, Mothers/Fathers day,Christmas/Summer parties, dance classes, healthy bags, cooking bags, sports day. Butterflies also participate in Outdoor Explorers twice a week for 3 weeks of the year and Graduation ceremony.

If a child claims 15 hours of funding and pays for additional hours then snack and non food consumables voluntary donations will only be charged for the funded hours and not the hours that are paid for.

Funded hours can not be used to cover voluntary contributions.

Preschool will assume all parents are opting into these voluntary contributions (Option B) unless the parent approaches the Business Manager to discuss alternative options.

4. As the pre-school is a small charity, we do not offer discounts for siblings or for children of staff members.
5. Any bank charges the pre-school incurs through the non-payment of a cheque will be passed onto the parent/carer.
6. Where a child is not yet in receipt of Early Years Education Funding, the above fees apply.
7. If a parent/carer has any issues with their bills, they are to contact the Business Manager or the Chairperson in the first instance.
8. All invoices for paid sessions and voluntary charges are due for payment on the 1st of each month in advance and are sent out approximately 10 days before this when possible. All invoices are sent via Xero.

The Free Entitlement

1. The pre-school is registered to receive DfES Early Years Education Funding.

2. Children receive funding in the funding period following their third birthday. Funding periods run from:

   1st September to 31st December
   1st January to 31st March
   1st April to 31st August

3. Parents are free to use their funding at any registered setting. Parents are also allowed to split their funding between 2 settings. If a parent splits their funding between 2 settings both settings have to claim the same stream (term time) or 1 setting can claim Universal as term time and the 2nd setting can claim Extended as full year.

4. We offer 15 hours of Early Education Funding (previously disadvantaged funding) for 2 years olds, 30 hours of Expanded funding for 2 year olds, Universal 15 hours of funding for 3 and 4 year olds and 15 Extended funding for 3 and 4 year olds.

5. Children in receipt of the Early Years Education Funding are entitled to 15 or 30 hours of funded childcare per week over 38 weeks, with a total of 570 or 1140 hours per year. A year starts from the time the first claim is made and is not reset at the start of the academic year. If we are notified by WNC that a child has exceeded their free entitlement, the overpayment being deducted from the pre-school by WNC will be passed onto the parent to pay.

6. When the amount of hours attended in a block exceed the maximum amount of funded hours available to claim in the said block parents will be charged for the exceeded hours at the current hourly rate.

7. When funding entitlement commences at the start of the Spring or Summer term all sessions taken up to this point must be paid in full.

8. The Early Years Education Funding can be used for session time and regular lunch club bookings. Funding is allocated to sessions first with any remaining hours being used to cover lunch club and breakfast bookings. Any hours the child takes over their eligible 15 / 30 funded hours will be chargeable. Due to the nature of the funding the Early Years Education Funding cannot be used towards one off sessions or lunch clubs as these are booked after the funding claim has been submitted. Therefore one off sessions, breakfast and lunch clubs will always be chargeable.

9. When a child has an attendance meaning the funded entitlement cannot be claimed ie more than 30 days absence in a 12 month funded period or for 10 or more consecutive days (2 weeks if part time) any further absences during their funded year will not be covered by the funding entitlement and will be charged at our current hourly rate. These fees will be due within 5 days.

10. When a child is eligible to receive the funded entitlement, the parent will need to complete a Parental Contract form. Once completed, the data is sent to WNC to be processed and cannot be altered until the following month.

11. To access the 2 year funding and the additional 15 hours of funding known as 30 hours it's the parent's responsibility to register with HMRC. Once registered and if you are eligible for

the funding you will be issued with a code, you must pass this code to the Business Manager of Pre-School no later than 4 weeks before your child is due to be eligible for the additional funding. It is the parents responsibility to ensure the code remains in date and valid for use.

12. This funding runs in line with the funding blocks for the standard funding. You cannot access the additional hours during a funding block, you must wait until the next funding block commences. For example, if you become eligible in November for the additional funding, you must wait for the funding to commence in January as this is the next funding block with the County Council. Funding blocks start in September, January and April.

13. Your additional funding is only valid for 3 months, every three months you must re check your eligibility with HMRC, failure to do this will result in your additional funding becoming withdrawn and you will have to pay Pre-School for any hours that we are unable to claim on your behalf.

14. Parents are encouraged to drop children off within 15 minutes of the start of their session and collect within 15 minutes of the session end time. Any child regularly dropped off later or collected early is at risk of WNC reclaiming the funded time that the child misses in preschool. These costs will be passed onto the parents at the current hourly rate.

Payment Due Dates

1. Fees are payable in advance on a monthly basis on the 1st of each month.

2. Each month the Business Manager will invoice parents via Xero.

3. If a child becomes eligible for the free entitlement within the academic year, all fees will need to be paid in full before the child's free entitlement starts.

4. If a child increases their sessions/lunch club bookings or starts to attend lunch club once payments have been worked out for that month a further bill will be sent for the additional sessions.

5. In June, the Business Manager will review the payments and advise parents if their last payment needs adjusting.

6. Payments must be made via online banking/standing order to the pre-school bank account. Alternatively, parents can request to pay by cash or Childcare Vouchers.

7. Fee payments will be checked by the Business Manager and entered into the accounts package. The pre-school will issue a receipt for cash payments only on request.

8. It is the parents or carers responsibility to contact a member of the committee or the business manager if there is a problem with paying the bill.

9. In the event of non-payment of fees by the due date, the following procedure will be followed:
   - If after 7 days the fees remain unpaid a reminder will be sent to the parents advising that if fees remain a unpaid a £25 non payment charge will be added to the account .

   - If after 14 days the fees are still unpaid a £25 non payment charge will be added to the account and parents advised that if payment for the fees and non payment charge isn't received within 7 days notice to withdraw sessions will be issued.

- If after 21 days fees and the non payment charge has not been received parents will be given 7 days notice that sessions are being withdrawn. If fees are outstanding preschool reserve the right to only offer Universal hours to the child until fees have been paid in full at which point extended entitlement will resume.

- If a child is in receipt of the Free Entitlement and the setting is owed money for services provided outside the Free Entitlement, the committee has the right to withdraw the child's place from the setting at the end of the current funding block. The committee reserve the right to withdraw all hours or just the extended hours so that the child can only attend for the Universal entitlement.

- The setting will give reasonable notice to the parent/carer if the place is going to be withdrawn at the start of the next funding block

- The setting will notify WNC of their decision and provide full background details. WNC will then contact the parent/carer to offer help in finding alternative provision.

- All outstanding monies due to the pre-school must be settled in full by 31st August. Only at the discretion of the management committee, may outstanding payments be carried over to the following academic year.

- If a child leaves the setting any unpaid fees will be retrieved through the small claims court.

10. For ad hoc sessions or one off Lunch Club bookings payments need to be made on or before the day of the session.

Holidays, Sickness and Cancellation

1. However payment is made, fees are payable regardless of whether your child is able to attend or not, i.e. holiday or illness. This also applies to Lunch Club if a place is booked. In exceptional circumstances when a fee paying child has a chronic health condition and is away from pre-school for a long period of time, the parent/carer may approach the committee regarding payment for missed sessions.

2. The pre-school requests at least 4 weeks' notice in writing before withdrawing your child from our sessions and/or lunch club. If notice is not given, we reserve the right to charge fees for a maximum of 4 weeks. This also applies to children in receipt of Early Years Education Funding.

3. When a place is accepted at the pre-school for a child, a non-refundable registration fee is required to secure the place. This does not apply to those children already in receipt of the Free Entitlement.

4. In the event that the committee decides to close the pre-school and that there is a disruption to services, i.e. adverse weather conditions, parents will still be charged for the session/lunch club booking for the first day of closure. Second and subsequent days will not be charged.

5. WNC will fund 30 absences in a rolling 12 month period. If a funded child exceeds 30 absences in this period WNC will no longer fund any further absences and Preschool will charge for the missed session at the current session price.

Trips and Outings

1. If a trip or outing is organised by the pre-school during session times only children who make the voluntary contribution for activities will be eligible to attend. All other children will remain in the setting and receive the standard EYFS provision.

2. Any child who doesn't make the voluntary contribution will be given the option of making a one off voluntary contribution to cover the cost of their child attending.

3. As the pre-school is a charity, if it does not receive enough funding from the voluntary contributions, the trip may not go ahead.

Financial Support to Parents

1. All bills are issued monthly. However, anyone in particular need may also pay fees weekly with the agreement of the committee. The fees must be paid at the child's first session of each week and need to be handed to the Business Manager/Supervisor.

2. Monthly payment plans need to be paid via standing order direct into the pre-school bank account.

3. The pre-school accepts Childcare Vouchers direct through employers if there is no financial or administrative implications to the pre-school. Any parent wishing to use Childcare Vouchers should contact the Business Manager first.

4. For parents who have to pay for any part of their childcare, help may be available via the child tax credit system. For further information, parents can contact:
   HRMC – www.hmrc.gov.uk
   Families Information Service – 01604 237935

5. If you have a 2 year old child and are receiving certain benefits, you may be entitled to free childcare please check to see if you are eligible using the eligibility calculator please use the following link:
   http://www.northamptonshire.gov.uk/en/councilservices/children/early-learning-childcare/pages/free-childcare-for-2-year-olds.aspx

6. If you have a child aged 2-4 years and are in receipt of certain benefits you may be entitled to additional funding which can help towards additional costs of pre-school, please see if you are eligible using the following link:
   http://www.northamptonshire.gov.uk/en/councilservices/children/early-learning-childcare/Pages/EYPP.aspx

This policy was adopted by	Harpole Pre-school	*(name of provider)*
On	_____	*(date)*
Date to be reviewed	_____	*(date)*
Signed on behalf of the provider	_____	

Name of signatory	
Role of signatory (e.g. chair, director or owner)	