



# HARPOLE PRE-SCHOOL

"Kind Hands, Kind Hearts, Fun Learning"

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## 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)  
£20.00 per pm session (1pm-3.30pm Tuesday-Friday)

Paying 3-4 year olds (additional to funded hours)  
£21.00 per am session (9am -12pm Monday - Friday)  
£17.50 per pm session per hour (1pm-3.30pm Tuesday - Friday)  
£7.00 per lunch club session (12pm-1pm, Monday-Friday)

Preschool offer parents 2 options in relation to voluntary charges, parents can choose to opt in or out of voluntary charges. This applies for all children in receipt of funded hours.

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 (a list will be provided) and the child will not be able to participate in any of the additional activities that preschool provide above and beyond the basic provision. 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.

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 session attended

Non food consumable – £1.25 per session attended

Activities – Butterflies - £36.00/month & Caterpillars/Bumblebees £16.00/month

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.

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 1<sup>st</sup> 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. All children receive 15 Universal hours of funding in the funding period following their third birthday. Funding periods run from:

1<sup>st</sup> September to 31<sup>st</sup> December

1<sup>st</sup> January to 31<sup>st</sup> March

1<sup>st</sup> April to 31<sup>st</sup> 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 2<sup>nd</sup> setting can claim Extended as full year.
4. Children in receipt of the Early Years Education Funding are entitled to 15 hours of funded childcare per week, with a total of 570 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.
5. The Early Years Education Funding can be used for session time and regular lunch club bookings. However, any hours above the 15-hour free entitlement will be chargeable if you are not eligible for the further 15 hours of childcare offered under the 30 hours childcare scheme. Due to the nature of the funding, the Early Years Education Funding cannot be used towards one-off sessions or lunch club bookings. Therefore all adhoc sessions and one-off lunch club bookings will always be chargeable.
6. When a child is eligible to receive the free 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.

7. Eligible children of working parents will be able to claim 30 hours of funding. Eligible children of working parents will be eligible for a further 15 hours of funding at the start of the term following their child turning 9 months old, known as 30 hours expanded funding for 2 year olds and extended funding for 3 and 4 year olds. Preschool only accept children from 2 years of age.
8. 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.
9. 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.
10. 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.
11. 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 1<sup>st</sup> 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 31<sup>st</sup> 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, the pre-school may decide to ask parents for extra fees to cover this.
2. If a child is entitled to the free Early Years Education Funding, and the trip is within the hours accessed by the child, the pre-school will ask for a voluntary contribution to cover the cost of the trip. If the trip is outside those hours, a charge may be incurred as determined by the committee.
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](http://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:

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)

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