

Yapton community preschool Fee policy

- The fees are invoiced and paid monthly one month in advance of the sessions being used. Preschool will accept cash, bank transfer and childcare vouchers or childcare grant payment services (CGPS) Fees are requested to be paid within a two-week period, if fees are not paid a reminder will be sent, and a late payment fee of £25.00 will be levied to the account. If fees are still not paid before the sessions are due to start, the child will not be allowed to attend Preschool and a discussion about the child's place at preschool will be held with the parents and carers.
If you are having difficulties paying fees, please do come and talk to us in confidence, as soon as possible.
- The fees are reviewed annually in April.
- Preschool fees are currently set at £8 per hour for session required that are unfunded.
- Fees must still be paid if the children are absent from preschool for any reason, including sickness, holidays and days out. We do not charge for bank holidays or public closure days. If preschool is required to close due to unforeseen circumstances, we will refund the sessions or offer additional sessions to ensure the child doesn't miss out.
- We are registered with West Sussex Council to accept 2 year working family funding and local authority issued 2-year-old funding for those children that are eligible, where you can claim 15 hours funding.
- We are registered with West Sussex County Council to receive free entitlement funding. This means that the term after the child's 3rd birthday every child will be entitled to receive up to 15 hours per week at preschool paid for by West Sussex County Council. We are also registered to receive 30 hours working family funding for eligible families, always check your funding entitlement through the government website prior to committing to preschool hours, as not all families are entitled to receive the extended 30 hour working family funding. Please see government website.
- The dates determining eligibility for funding are set down by the Government.

A child born on or between:	Will become eligible for funding from
1 April and 31 August	1 September following their 2nd/3rd birthday
1 September and 31 December	1 January following their 2nd/3rd birthday
1 January and 31 March	1 April following their 2nd/3rd birthday

- Funded places are allocated in accordance with the Admissions Policy.
- For families seeking to access the Disability Access Fund (DAF) Preschool will require evidence of the disability living allowance and entitlement to

receive funded hours from West Sussex. If granted discussions with parents and professionals to identify how the funding can best support the child's needs and inclusion within the setting.

- When a child becomes eligible for a funded place at preschool, parents are provided with the appropriate funding forms to complete and return to preschool with appropriate identification (e.g. original birth certificate or passport)
- When changing your EYFE hours, please talk to us and make sure that any changes are made at the beginning of the term or latest head count day. Hours cannot be changed repeatedly through the term due to financial constraints of the local authority. When you change your EYFE hours a new funding declaration form will need to be filled out.
- Minimum use of EYFE hours would be at least 1 half-day session a week either morning or afternoon. The child would have needed to attend preschool before headcount day to be able to access funding for the term.
- No consumables will be charged at preschool as we require parents to provide their own child's lunch, snack, nappies, wipes, nappy sacks, nappy/personal cream and suncream. Lunch and snack need to be inline with preschools food and nutrition policy.
- On the special occasions such as Christmas party and leavers party, we may ask for a voluntary contribution. These will not appear on your monthly invoice and will be a donation to preschool either through the bank or via cash.
- A notice period of 4 weeks must be given if you are removing your child from Yapton preschool, if no notice is given, we have the right to withhold fees/free entitlement funding. The notice may be given in writing via email or a letter. All outstanding debts must be paid, or they will be passed to an external source for recovery.

This policy was adopted by Yapton preschool on 19TH April 2025

Date of review: April 2027