

Beetley and District Preschool

Registered Charity: 1181636

Fees and Charges

Introduction

Beetley & District Preschool operates on a tight budget obtained from fees paid, government funding and fundraising. Government funding is intended to cover the cost of delivering 15 or 30 hours a week of free, high quality, flexible childcare only and does not cover meals, consumables, additional hours or additional services.

Funds are used to cover the running costs of the Preschool and to purchase equipment to support children's learning and development.

Funded Early Education

We are registered with the Local Education Authority (LEA) and approved to offer funded places for 2-, 3- and 4-year-olds.

Child's Birth Date

1 September – 31 December

1 January – 31 March

1 April – 31 August

Funding Starts

Following Spring Term

Following Summer Term

Following Autumn Term

Funded hours can be claimed between 8:30am and 4:00pm, Monday to Friday, subject to availability and LEA conditions. Anything above the funded entitlement will be charged at the current Preschool rates.

Session Times

- **Morning:** 8:30am or 9:00am – 12:00pm or 1:00pm
- **Afternoon:** 12:00pm or 1:00pm – 3:00pm, 3:30pm or 4:00pm
- **Full Day:** 8:30am or 9:00am – 3:00pm, 3:30pm or 4:00pm

Optional Extras & Consumables

Under the Local Authority funding agreement, the Preschool may charge for additional items such as snacks, cooking and baking sessions, Family, yoga, TenTown, Wellcomm and local outings.

Our chargeable extras rate is 75p per half day (morning or afternoon session) or £1.50 for a full day, made up of:

- 25p per half day for food consumables (snack)
- 50p per half day for optional activities and services.

Please note that our food consumables charge does not cover lunch. Children may either bring a packed lunch from home or pre-order a hot meal from the school. Additionally, as we do not apply a charge for non-food consumables, parents are required to provide their own nappies, wipes, and sunscreen as needed.

We must deliver funded entitlements consistently so that all children receive the same quality of care, whether or not families choose to pay for extra hours, services or consumables.

“Quality” refers to the Early Years Foundation Stage (EYFS) statutory framework, which sets the standards for children’s learning, development, health and safety.

These optional services and activities are not required to deliver the EYFS framework. Families who opt out will not be invited to take part.

We will consider individual requests to waive or reduce charges or to allow families to provide their own food consumables. Families receiving low-income benefits, EYPP or the Deprivation Supplement who wish to use only their free entitlement may request these charges to be waived.

Where families choose to provide their own food, this must follow our food policies ('Health and Safety – Food' and 'Safer Eating') and Healthy Eating guidelines.

Funded Early Education Entitlements

Universal funded early education is available for all children from the term after their 3rd birthday until they reach compulsory school age, regardless of family background. This currently provides up to 15 hours per week (570 hours per year) over at least 38 weeks.

Eligible working families can access up to 30 hours per week (1,140 hours per year) of free childcare as part of the Free Childcare for Working Parents scheme. This entitlement can start from 9 months old for families who meet the criteria. Beetley Preschool accepts this entitlement from a child's second birthday. To check eligibility and apply for a code, visit www.childcarechoices.gov.uk.

Two-year-old funding is available for families who meet specific government support or income criteria. Eligible families can claim up to 15 hours per week (570 hours per year) from the term after their child's 2nd birthday.

Early education is offered within national guidelines:

- No session will exceed 10 hours.
- There is no minimum session length (subject to Ofsted registration requirements).
- Sessions are not offered before 6am or after 8pm.
- Children may attend a maximum of two childcare settings in one day.

Parents and carers may choose when funded hours are taken, subject to availability and Local Authority conditions.

All funded entitlements are delivered consistently so that all children accessing any of the free entitlements receive the same quality and access to provision, regardless of whether they opt to pay for optional hours.

Parents will not be charged a "top-up" fee to recoup the difference between the amount received from the Local Authority and the Preschool's current hourly rate.

Deposits

Once a place has been agreed or to join the waiting list, a registration form is required along with a £10 deposit is required to secure a place. This will be refunded:

- Within 6 weeks of the child starting funded early education; or
- If we are unable to offer the requested hours.

The deposit will not be refunded if the place is no longer required.

Absences

Once a child has started, fees remain payable during illness or holidays. Long-term absence must be discussed with the Manager or Deputy Manager.

Where a child who receives funding is absent due to prolonged sickness, the preschool is required to notify the Local Authority who may adjust our funding claim accordingly. If so, parents/carers will be charged at the current Preschool rate, to cover the cost of retaining the space.

Where the Preschool must close at short notice due to extreme weather conditions or incidents out of the staff or Committee's control, e.g., power cuts, no water; a refund will be made to those parents/carers who have paid for the session in advance.

Fee Reviews

Fees may be reviewed by the Preschool Committee at any time. Parents will receive notice of any increase during the term prior to implementation.

Payment of Fees

- Invoices are issued at the start of each half-term.
- Payment is due within one month of the date of invoice.
- Alternative payment arrangements may be agreed in advance.
- Payments may be made by cash, cheque, bank transfer or childcare vouchers.
- Charges incurred due to unpaid or returned payments will be passed to parents.

Funded entitlement will be calculated each term together with any extra hours required. Payments will be 'due' as above.

Late Payment Procedure

Invoices are classified as overdue the day after the stated due date. All outstanding fees must be settled in full before the start of the following half-term. For children receiving funded hours, the preschool reserves the right to temporarily reduce attendance to the funded hours only until all private fees are brought up to date.

Days Overdue	Action
1 day	First reminder
7 days	Second reminder
14 days	£5 late payment fee added
30 days	Final notice and possible withdrawal of place
60 days	Legal action may be considered

In cases of hardship, families may be referred to the Family Information Service.

Late Collection Fees

To ensure children's safety and to allow time for a calm and effective handover between staff and parents/carers, parents and carers are required to arrive at least 5 minutes before the end of their child's booked session.

Punctuality when collecting children is essential to maintain our daily routine. Late collections can disrupt scheduled transitions, impact staff-to-child ratios, and affect our required staffing arrangements. If a child is collected after the end of their booked session time, a late collection fee of £5 for every 5 minutes, or part of 5 minutes, will be charged.

- Late fees are calculated from the scheduled end time of the child's session, not the arrival time of the parent/carer.
- Late collection charges will be added to the next invoice and must be paid in full.
- Late collection fees will not be charged in exceptional circumstances, at the discretion of Preschool Management where late collection is not a regular occurrence. Parents/carers are expected to notify the Preschool as soon as possible if they are delayed.

Persistent late collection may result in the child's place being reviewed.

Notice to Leave

Four weeks' written notice is required if you wish to leave the setting. All outstanding fees must be paid before any funding can be transferred.

Related Policies

This policy should be read in conjunction with the following Preschool policies:

- Admissions and operation of waiting list
- Health & Safety
- Safeguarding and Child Protection

Monitoring and Review

This policy will be monitored by the Preschool Management Team and Committee to ensure it is applied fairly and consistently.

Reviewed and adopted 14th January 2026
Version 7

The policy will be reviewed annually, or sooner if there are changes to legislation, Local Authority guidance, or Preschool operational requirements. Any amendments will be shared with parents and carers in a timely manner.

- **Policy reviewed on:** 12th January 2026
- **Next review due:** 12th January 2027
- **Reviewed by:** Hollie Durrant and Julie East

Date:	Review Date:
Signed:	Signed:
Print Name: (Chairperson)	Print Name: (Manager)