

FEES AND CHARGES POLICY

Government funding is intended to cover the cost to deliver 15 or 30 hours a week of funded, high quality, flexible childcare only. It is not intended to cover the cost of meals, consumables, additional hours or additional services.

From Sept 2025 the Government Working Family Funding will be in place at Worstead Preschool. From the term after your child turns 9 months your child may be entitled up to 30 hours per week funded.

The Government Nursery Education Grant Scheme is in place at Worstead Preschool. The term following their 3rd Birthday your Child will be entitled to 15 hours per week funded.

Children can attend up to of 30 hours per week funded entitlement, if their family qualify for this, from the child's 1st birthday. Please see website addresses to check your entitlement:

Homepage | Best Start in Life

The funded entitlements will be delivered consistently so that all children accessing any of the funded entitlements will receive the same quality and access to provision.

The entitlement is offered free. Parents will not be charged a "top-up" fee to recoup the difference between the amount received from the Local Authority and the current hourly rate.

Additional hours and services will be charged at the current hourly rate (see below) where hours are not funded as Early Education by the Local Authority.

The charges for additional services such as trips will be agreed in advance with families.

From 1st January 2027 the following fees apply when families claim funded entitlement as part of childcare arrangements:

- The charge for 1 years old is £32.55 per 3-hour session (£10.85 per hour) if in addition to funded hours claimed.
- The charge for 2 years old is £24.00 per 3-hour session (£8.00 per hour) if in addition to funded hours claimed
- The charge for 3-4 years is £18.00 per 3-hour session (£6.00 per hour) if in addition to funded hours claimed.
- A minimum of 3 sessions is recommended.
- A non-refundable registration fee of £25 is charged once a childcare place has been offered. The registration fee is not applicable to children who attend holiday sessions only. If you have difficulty

paying this in one amount, please speak to our manager, who will be able to come to an arrangement for you to pay a small amount off weekly. This is to avoid any embarrassment.

- A deposit is not charged.
- When all government funding is claimed by us, and there is an excess of sessions for the term, the sessions will be charged at our non-funded hours rate.
- Fees will still be charged for non-attendance due to your child's holiday/long term illness/ or short-term absences, unless the child is taken off the register, (long illness is discretionary).
- No refunds will be made in the event of closure for weather restrictions/act of God.
- You may pay the fees by term, half term or in advance. Except holiday attendance, where this will be paid in full in advance.
- No fee will be charged when the Preschool is closed for School Holidays and Bank Holidays.
- Please note, transport costs are not met by the Preschool.
- Our consumable charge is £1.00 per session. Example of a session – 9am – 12noon is one session, 9am – 3pm is 2 sessions. Consumable charges will contribute towards Optional Services and Activities, Food Consumables & Non-food Consumables.
- Where families may find this payment difficult, please contact our Administrator to discuss alternative option. This may include waiving, suppling own food items.
- Families must provide a packed lunch for their child attending lunch.
- Late collection - £1.00 per minute will be charge when children are not collected on time at the end of their session.
- We charge £6.00 for Breakfast Club sessions for 3-4 years old, £8.00 for 2 years old & £10.85 for 1-year olds, which run 8am - 9am if in addition to funded hours claimed. - This includes a healthy breakfast.
- We charge £6.00 for 3-4 years old and £8.00 for 2 years old & £10.85 for 1-year olds, for late club sessions 3pm – 4pm if in addition to funded hours claimed.
- Holiday sessions are charged at the same rate as non-funded hours (age related) unless using funded hours. Plus, consumable charge. We do not charge a registration fee for holiday only children.
- Holiday only attendance must be paid in full in advance.

All fees will be charged unless specific arrangements have been agreed and whilst a childcare contract remains in place. Families wishing to terminate their childcare contract must provide 6 weeks' notice in writing to the Preschool Manager Worstead Preschool (not applicable to holiday only children). Any funding entitlement claimed beyond the notice period is transferrable to your new childcare provider via the local authority where the funding criteria is met.

Where a child leaves the setting before the end of the agreed notice period, we will seek authorisation from the local authority to claim any funding applicable to your entitlement up to the end of the notice period, together with any additional fees which formed part of your childcare arrangement.

All families will be issued an invoice monthly in advance. The invoice will show costs of individual items including funded and unfunded hours, consumable charges etc. The invoice will be itemised to provide clear and transparent information concerning the charges as agreed in the childcare contract. It will allow parents/carers to see that the entitlement is received completely free of charge and understand additional fees that have been applied. The payment term is within 2 weeks from date of invoice. Any families that find the payments difficult must contact the preschool administrator to set out a payment plan. Holiday only families will be invoiced in full prior to holiday sessions confirmed.

Where a time lapse has occurred between the point of enquiry and their child's start date, families should check that the information shared about funding and fees remains current so that any applicable charges can be checked / finalised before the childcare arrangement is formalised.

When fees fall into arrears, 2 weeks' grace will be given, after which time, Preschool has the right to exclude the child from the sessions, until fees have been received. After the 2 weeks' grace, a reminder will be sent, following a letter for urgent payment, and if still not settled, referral to Committee followed by Court Action.

Six weeks' notice is needed for leaving Preschool other than transition to school.

Our payment terms: BACs/Childcare Vouchers. We no longer accept cash.

We are signed up to the Tax-Free Childcare Scheme

Providers offering Early Education and Childcare can charge for the following when families are accessing a funded place.

- Optional Services and Activities
- Food Consumables
- Non-Food Consumables

Generally, it is expected that most families will opt to pay these chargeable extras, so that their child(ren) will receive

- other activities that are not directly related or necessary for the effective delivery of the Early Years Foundation Stage (EYFS) statutory framework
- meals, snacks and consumables prepared or supplied by the preschool

These fees, together with the funded hours/session and any additional non-funded hours/sessions will be agreed initially as part of our registration process and included in your childcare contract.

Unless there are exceptional circumstances, your childcare contract can only be varied termly for chargeable extras and reducing hours/sessions.

Changes to your childcare contract must be requested in writing 4 weeks before the start of the new claim period to avoid incorrect fees being charged.

Claim Period Start Dates:

- 1 April
- 1 September
- 1 January

Optional Services and Activities:

These services and activities are not expected to be provided as part of the EYFS.

- Additional classes:
  - Forest School Activities
  - Yoga
  - Cooking
- Parent / Carer Events:
  - Coffee and craft mornings
  - Special Occasions (Excluding Christmas Party)
- Premium access to the online learning journal
  - FAMLY online portal

Non-Food Consumables:

  - Wipes
  - Non-essential PPE for personal care
  - Healthy Teeth Program (Toothbrush/Toothpaste)

Food Consumables:

  - Snacks
  - Extra Food Activities

Our Fees for Chargeable Extras

	Option 1	Option 2
Optional Services and Activities	£0.45	£1.60
Non-Food Consumables	£0.30	£0.95
Food Consumables	£0.25	£1.25

- Option 1:
  This will be charged where a family has opted in as part of the childcare contract

- Option 2:
  This will be charged where a family has opted out as part of their childcare contract but decide to participate after the claim period start date or it has been necessary to supply an item.

The ability to switch options or re-arrange these chargeable extras is termly.

If you are unable to pay for or wish to amend your contract, please speak with the administrator to discuss the alternative options available.

Optional Services and Activities

We are required to deliver the funded entitlements consistently, so that all children within a setting accessing any of the funded entitlements receive the same quality and access to provision, regardless of whether they choose to pay for voluntary hours, voluntary extra services, meals or consumables.

The reference to quality refers to the Early Years Foundation Stage (EYFS) Statutory Framework which is mandatory for all early year's providers in England and sets out the standards that must be met to ensure that children learn and develop well and are kept healthy and safe.

Our optional services and activities are not directly related or necessary for the effective delivery of the EYFS statutory framework. Invitations and opportunities to participate will not be extended to families who have opted out.

Non-Food Consumables

Where families opt to supply the listed items instead, sufficient supplies of these must be brought to nursery every day when your child is accessing their funded entitlement because there is not capacity to store any items at nursery permanently.

All the listed items must be packed in a string bag (or similar) which is clearly labelled with your child's full name. It is not possible to select certain items to supply, and the items marked * must also be labelled with your child's name.

Families are responsible for checking that their child arrives at preschool with a sufficient supply of these items so that we can provide for your child's individual care needs.

Food Consumables (All Food Brought in from Home)

Please refer to our Food and Nutrition Policy where families have opted to provide their child's food whilst at nursery.

Our policy is in line with the EYFS nutrition guidance issued by the Department for Education to ensure meals, snacks and drinks provided to children are healthy, balanced and nutritious.

Our policy in brief for packed lunches and food brought in from home:

1. We are committed to following the Early Years Foundation Stage Nutrition Guidance to ensure meals, snacks and drinks provided to children are healthy, balanced and nutritious.
2. Your child's individual dietary requirements including preferences, food allergies and any special health requirements will be collected as part of our registration process.
3. If your child has individual dietary requirements, food allergies or intolerances we will work closely with parents/carers to support the child, while we will provide some snacks and cooking ingredients, we will ask parents/carers to contribute certain items so that we create a balanced approach.
4. Food items used in play, learning and development can be removed to support individual dietary requirements depending on severity. This will be discussed with the child's keyworker, parents/carers.
5. Where appropriate, a risk assessment will be completed, and we will work with you to adopt an individual dietary plan for your child.
6. All staff who prepare and handle food have received training in food hygiene which is updated every three years.
7. Fresh tap water is always available and accessible.
8. A balanced and healthy snack is offered to children attending the following sessions
   a. morning
   b. afternoon
9. A balanced and healthy meal is available to children attending the following sessions
   a. breakfast
10. Families supplying their child's meals and snacks must
    a. refer to the list of items which cannot be provided

    Our list ensures suitable and practical food products are supplied which promote healthy eating and avoids cross-contamination or risk to children with dietary requirements.
    b. apply the 'four-hour rule' for items that must be kept cool
    c. avoid using single use plastic such as cling film, sandwich bags and packaging

11. It is not possible to refrigerate or reheat food brought in from home. All food must be suitably packed (waste free) in a clearly named insulated lunch bag, prepared to minimise any choking risk and ready for your child to consume.
12. It is not possible to opt to supply either meals **or** snacks. Where families opt to supply their own, all food must be provided for your child attendance at each session.
13. If food is not supplied as agreed, the food consumable fee will be charged in full.
14. We are a nut free setting. Therefor food that contains or may contain nuts are not allowed in the setting.

Our committee review our fees annually. Notice will be given half a term in advance of any changes. Families will be given at least 6 weeks' notice in writing to inform them of any change and given the opportunity to discuss their options.

Our Setting is an approved provider to offer the Early Education funding entitlement for 1, 2, 3 and 4-year-olds and has agreed to meet the conditions of the current Early Education and Childcare Statutory Guidance for Local Authorities.

Children from 1 years old may attend any combination of sessions if places are available. A minimum of 3 sessions per week must be booked.

Subscriptions as detailed in our Welcome Pack will be paid monthly (please discuss with the administrator) in advance and will be charged whether the child attends his/her registered session or not.

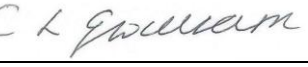
All illness and holiday sessions missed still must be paid for unless the child is taken off the register, (long term illness is discretionary). We will always try to accommodate requests for altering sessions and ask for Parents and carers to understand that we will normally need at least 3 weeks' notice for any changes, this is necessary to amend Staff Rota's, planned activities, and informing Early Years of any session and funding adjustments.

Families who would like to attend preschool but feel they cannot afford the fees should discuss with the Manager in the strictest confidence. It may be possible to claim the fees for 2-year-olds via the 2yr funding scheme.

Our administrator provides parents with a funding claim form to sign to obtain this funding from the Local Authority.

It is the parents and carers sole responsibility to obtain an 'eligibility code' from the HMRC. Parents and carers must keep their details up to date and each half term obtain a new code. Funding will stop otherwise.

Parents and carers will only be eligible for 30 hours of entitlement if they have completed and signed the claim form and returned it within the deadline date.

Name:	Clare Gwilliam
Position:	Pre-school Manager
Signed	
Name:	Alicia Grix
Position	Committee Chair
Signed	
Date:	1st September 2026
Date for Review:	31st August 2027

This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.