

Charging Policy

This policy sets out how we charge parents for fees, how we collect fees and our procedure for managing non payment of fees.



Fee and Charging Policy

At Bugbrooke Pre-School we aim to be accessible to as many families in the community as possible. We want to ensure our fees are competitive but still allow us to provide high standards in a safe and stimulating environment. As a non-profit making charity, we rely on prompt fee payments to be able to meet our running costs and to provide equipment and resources for children who attend. This policy adheres to the standards regulated by Northamptonshire County Council regarding the Government Funding for 2,3 and 4 year olds. We ask all parents and carers to respect our policy.

The Schedule of Charges (2025/26 Academic Year)

- 2 year olds £22.50 per 3 hour session
- 3 year olds £19.50 per 3 hour session
- Breakfast club/Lunch club/Teatime club £7.50 per hour (2 year olds) £6.50 per hour (3&4 year olds)
- Session times are 9am-12.00pm, 12.00pm-1.00pm (Lunch club), 1.00pm-4.00pm.
There is a £35 fee for formally registering a child for an unfunded place. If the place isn't taken the fee is non-refundable.
- Extended opening hours – Breakfast club 8am-9am, Teatime club 4pm-5pm & 5pm-6pm.
- Breakfast food charge will be £2.00 per day. Teatime food charge £2.00 per day.
Funded hours cannot be used to cover this. These charges are voluntary and if a parent doesn't wish to pay these then they must provide a meal similar to the menu preschool for that day and taking our allergy policy into account.
- Preschool asks parents to make voluntary snack fees and non food consumables fees for each funded session the child attends. Preschool offers 2 options in relation to voluntary charges, parents can choose to opt in or out of voluntary charges. This only applies to children in receipt of funded hours –

- Option A – Parents can opt out of making snack and non food consumables voluntary charges. The place is provided free of charge but parents will be asked to supply a snack for each funded session attended that is similar to the menu preschool provides for that session. Parents will also be asked to provide a non food consumable item once per month. Children will only be able to attend if the snack and non food consumable item is provided,
- Option B – Parent can opt into making voluntary charges for snack, non food consumables and enhancement/activities.

Voluntary charges –

Snack - £1.00 per funded session

Non food consumables - £1.00 per funded session

Curriculum enhancement/activities - £25.00/month

- These voluntary charges will be invoiced via Xero each month.
 - A parent can opt out of this option and revert to Option A at any time and no refunds will be given for voluntary charges made to date.
- All invoices are sent in advance and are due for payment on the 1st of the month that they relate to.
 - Please note that BACS payments for registration are our preferred method of payment, please quote your child's name and what is being paid as reference. (For example, John Smith – Registration)
- Bugbrooke Preschool Account No: 23536572 Sort Code: 20-57-44**
- A registration fee will not be charged if the child being registered will be entitled to Early Years Funding at their commencement date.
 - If a parent has registered with us and it transpires that they entitled to 2-year funding then the registration fee will be refunded.
 - The fees are reviewed at the Committee's discretion.
 - The Pre-school will notify the parents in writing 4 weeks in advance of any price increase.
 - As the Pre-school is a small charity we do not offer discounts for siblings or for children of staff members.
 - Any bank charges the Pre-school incurs through the non-payment of a cheque will be passed onto the parent/carer.

- If a parent/carer has any issues with their bills in the first instance they are to contact the Business Manager and if resolution is not reached the issue will be escalated to the Chairperson.

The Free Entitlement

- The Pre-school is registered to receive DfES Early Years Education Funding.
- 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
- Parents are free to use their funding at any registered setting. Parents are also allowed to split their funding between settings.
- 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 per year. These hours can be stretched over 47.5 weeks. 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 NCC that a child has exceeded their free entitlement, the overpayment being deducted from the Pre-school by NCC will be passed onto the parent to pay.
- When the amount of hours attended in a block exceeds 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.
- 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.
- Bugbrooke Pre-school offer the 15 hours free funding and also the extended 30 hours free funding.
- 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 bookings and then extended opening hours in that order. Any hours the child takes over the 15 hours funding 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 or lunch clubs will always be chargeable.
- When a child has an attendance meaning the free entitlement can not be claimed ie more than 30 days absence in a 12 month funding period any further absences will not

be covered by the free entitlement and will be charged at the current rate. These fees will be due within 5 days.

- When a child is eligible to receive the free entitlement, the parent will need to complete a Parental Declaration form. Once completed, the data is sent to NCC to be processed it may not be possible to amend this until the following term.

Payment Due Dates

- Fees for term time attendance are payable on a monthly basis and invoices are due on the 1st of each month in advance via Xero.
- When a child starts at Pre-school the business manager will work out the annual cost to the parent on the information currently available.
- If a child starts mid-term the fees will be calculated and adjusted accordingly by the Business Manager. The first payment must be received before the child attends their first session.
- If a child increases their sessions/lunch club bookings or starts to attend lunch club once payments have been worked out for the month, the bill will be adjusted accordingly.
- Any child attending during holiday time on an ad hoc basis will have their fees calculated and these must be paid as a one off payment before the holiday club is attended. Any other payment schedule for holiday clubs will need to be authorised by committee before the holiday club commences.
- The preferred method of payment is online via BACS to the Pre-school bank account.

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Alternatively, parents can request to pay by cash, cheque or Childcare Vouchers. If paying by Childcare Vouchers it is the responsibility of the parent to contact their provider and arrange a regular payment plan.

- Fee payments will be checked by the Business Manager and entered into the fee register. The Pre-school will issue a receipt for cash payments only on request.
- It is the responsibility of the parent/carer to contact the Business Manager if there is a problem with paying the bill.
- In the event of non-payment of fees on the due day of the 1st of the month the following procedure will be followed:
 - After 7 days the parent/carer will be contacted to remind them that the bill is due for payment and to find out if there is a problem concerning the bill. At the discretion of the committee it might be possible for a parent to settle the bill in alternative instalments.

- If the bill still remains unpaid, after a further 7 days a formal letter will be sent to the parent as a final demand for the fees due, this will include a late payment charge of £25.00. The parent/carer will be given a further 7 days for the payment to be made. In July, any unpaid fees owed for a child leaving the setting that month to start school in September will be due immediately. If these are not paid immediately then funded sessions may continue until the end of the academic year however we reserve the right to withdraw any additional places for unpaid sessions and lunch clubs.
- If fees haven't been paid by this date steps will be taken to withdraw the Pre-school place and retrieve the funds through the small claims court. The parent/carer will be informed in writing of the withdrawn place.
- 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 reserve the right to withdraw the child's place from the setting at the end of the current funding block.
- The setting will give reasonable notice to the parent/carer if the place is going to be withdrawn at the next funding block.
- The setting will notify NCC of their decision and provide full background details. NCC will then contact the parent/carer to offer help in finding alternative provision.
- All outstanding monies due to the Pre-school must be settled by 1st June. Only at the discretion of the management committee may outstanding payments be carried over to the following academic year.
- Any one-off sessions or lunch clubs must be booked via the Pre-school Manager and paid for via online banking within 3 days.

Holidays, Sickness, Cancellation & Late Collection

- 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 applied to Lunch Club if a place is booked regularly. 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.
- The Pre-school requests 4 weeks term time notice in writing before withdrawing your child from our sessions and/or lunch club. If notice is given, we reserve the right to charge fees for a maximum of 4 term time weeks. This also applies to children in receipt of Early Years Education Funding and Preschool will claim funded hours during the

notice period. In the event of a child being withdrawn the Business Manager will calculate monies paid against sessions and lunch clubs taken to date. Any over payment will be refunded.

- 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.
- Preschool acknowledges that sometimes situations out of our control can make us late collecting a child. If a parent/carer is going to be late we ask that we are notified of time of arrival as soon as you are able. If a child is regularly collected late an email will first be sent to the parent advising that if this continues a late collection charge and or the full session will be charged for depending on how late the child has been collected. If the late collection continues a further letter will be sent including a late collection charge for every late collection and/or session that the time ran into that has occurred since the first letter was sent. The late collection charge is £5 for every 15 minutes (rounded up to the nearest 15 minutes)

Trips and Outings

- 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.
- 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.
- 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

- All fees are due 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 or the Pre-school Manager.
- Monthly payment plans need to be paid via standing order direct into the Pre-school bank account.
- 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. If no receipt can be produced then Preschool will consider the fee not paid.

- If cash or weekly payments fall into arrears then the above described non payment procedure will apply.
- For parents who have to pay for any part of their childcare, help may be available via the universal tax credit system. For further information parent can contact:

HMRC – www.hmrc.gov.uk

Families Information Service – 01604 237935

This policy was adopted by _____ *(name of provider)*

On _____ *(date)*

Date to be reviewed _____ *(date)*

Signed on behalf of the provider _____

Name of signatory _____

Role of signatory (Chair or Business Manager) _____