

This policy will be reviewed in full by the Senior Leadership Team on an annual basis.

Date the policy was last reviewed and agreed	SLT		SLT	
	Name	Signature	Name	Signature
February 2026	Natasha			

This policy is due for review up to 12 months from the above date

Fees and Funding Policy

Legal Basis: Related Sub Section in The Statutory Framework for The Early Years Foundation Stage (March 2021)

(Not Applicable)

1 INTRODUCTION

Fees must be paid on time to enable us to pay staff and rent, to buy resources, and pay for training to benefit the children. To receive Free Early Education funding from the government, a preschool must be registered with Ofsted, which requires preschools to comply with the Early Years Foundation Stage Welfare Requirements. These Standards promote a good quality of child care, but they demand a great deal from preschool staff. Many hours are spent meeting requirements in record keeping, form filling, planning, evaluating and updating/writing policy documents. Staff are required to attend various training courses which preschool must fund and then pay for the subsequent staff cover needed. Preschool is required to address Special Educational Needs issues and may need to fund these.

2 STANDARD FEES

For all fees payable by parents or carers the following applies:

- Fees are reviewed annually by the senior management.
- Fees go up by 5% on the 1st September each year, subject to review.
- Current fees are available on our website and displayed at the preschool.
- The fees must be paid before the child can attend any sessions, although flexible payment arrangements may be agreed individually with the Senior Manager.
- Fees are non-refundable in cases of absence, holiday or illness.
- Fees are non-refundable in cases where we must close due to circumstances out of our control, such as emergency or unforeseeable situations on site where it would be unsafe or impractical to run sessions for the children, or due to extreme weather conditions.

3 LATE PAYMENT

Fees are due by the end of the day on the date shown on the invoice, or before the child is due to attend, whichever is sooner. Should fees not be paid by the child's first day (or their first day back after a half

term/end of term break), they will not be able to stay for their sessions until the account is settled. We will keep the child's place open for up to 2 weeks after which we will consider withdrawing the place and they will not be able to attend.

Should no further attempt be made by the parents to agree any alternative arrangements the child's place will be withdrawn, and legal action will be taken to recover debts owed to the preschool.

4 ADDITIONAL SESSIONS

Extra sessions can be booked on an ad hoc basis. These must be paid for **BEFORE** the session using one of the methods outlined in this policy. Extra sessions will be refused if parents have overdue payments.

5 PAYMENT METHODS

Payments can be made by internet bank transfer, cash, via the government tax free childcare scheme, or with childcare vouchers. We do not accept cheques.

For internet bank transfers, our account details are available on the invoice. Please use your child's first and last name as a reference.

Cash should be placed in a sealed envelope. Please label the envelope with 'Fees' and write your child's first and last name on the front.

Childcare vouchers and Tax Free childcare payments are accepted. Please note that it can often take a few days for the payment to reach our bank account, you must ensure that payment arrives before the due date in order to avoid a late payment fee.

6 EARLY EDUCATION FUNDING

We offer children free places in accordance with the guidelines set out by Herts County Council.

The cost of snack and other consumables are not included in the funding. These must either be paid for or provided by the parents. An invoice will be provided for snack fees and any other costs not covered by government funding. These fees must be paid as described above.

Early Education Funding is paid directly to the preschool and is non-refundable.

Parents and carers are required to give at least half a term's notice in writing if a place is no longer required for their child.

7 LATE COLLECTION FEE

We charge a fee if a child is late to be collected. We allow 5 minutes grace before charging fees.

Parents who are regularly up to 5 minutes late will be charged £15. (Late collection for half or more of your child's sessions in a week, or late collection once a week over a few weeks, would be considered regular).

Parents who are more than 5 minutes late (according to the preschool phone clock, set automatically by the phone network) will be charged £15 for the first 10 minutes, then £10 per 15 minutes (or part thereof) until the child is collected.

A late collection letter will be given to parents detailing the fee applied and a reminder of our session times. Late fees must be paid before the child's next session.

If the parent or the person who is collecting the child is delayed, the pre-school should be contacted immediately, leaving a message on the answering machine if needed. If the pre-school has not heard from anybody 10 minutes after the expected collection time, staff will try to contact the people listed on the registration form as having permission to collect the child in an emergency. If after 20 minutes of trying, the pre-school is unable to contact the parent or any emergency contacts, Hertfordshire Social Services will be contacted to arrange temporary care.

Our session times can be found on our website.

Where individual session times have been agreed with parents, the individual session times will apply when calculating late fees.

STAFF DECLARATION

I agree that I have read and understood the information set out in this policy, and will abide by it.

I understand that if I have any questions about this policy, I will raise them with my manager prior to signing my agreement below.

[illegible]