



Fees and Financial Arrangements

Introduction

Houghton and Wyton Pre-school recognises the importance of balancing financial sustainability with providing accessible and supportive early education. This policy outlines how fees are managed, how funding is accessed, and what procedures are in place for payment, notice, and financial support.

Aim

To establish transparent, fair, and consistent arrangements for fee payment and financial administration, ensuring parents and carers understand their responsibilities while feeling supported where needed.

Objective

We aim to:

- Maintain financial viability through clear invoicing and collection procedures
- Offer flexibility to families experiencing financial difficulties
- Set out fair terms for invoicing, late payment, and notice periods
- Ensure compliance with statutory funding requirements

Fee Structure (2025 - 2026):

- **Hourly Rate:** £7.25
- **Breakfast Club:** £7.25
- **Early Bird Drop Off:** £1.81
- **3-Hour Session:** £21.75
- **Full Day (6-Hour Session):** £43.50

Funding Entitlement

We offer:

- 15 hours (Universal) funded childcare for all 3- and 4-year-olds from the term after their third birthday
- 30 hours (Extended) entitlement for eligible working families
- Two-year-old funding for eligible families starting at 2 years 9 months

Parental Responsibilities

- Parents must provide correct funding codes and ID (e.g. birth certificate)
- Those accessing 30-hour funding must reconfirm eligibility before each term by:
 - 31st August (Autumn)
 - 31st December (Spring)
 - 31st March (Summer)
- Failure to reconfirm on time will result in charges for hours above the universal 15 hours

Payment Terms

- Invoices are issued monthly (or termly where applicable)
- Payment is due within 14 days of invoice date
- Instalment plans may be agreed in advance with the Manager and Administrator
- Ad hoc sessions are charged in the following month's invoice



Charges for Absence and Late Collection

- Fees are charged for booked hours, including when children are absent or collected early
- Late collection fees:
 - First 10 minutes: £10.00
 - Every additional 5 minutes: £10.00
- No charges apply during planned closures on bank or public holidays

Tax-Free Childcare

If you would like to use a Tax-Free Childcare account to pay your preschool fees, please note it can only be used to pay for qualifying childcare costs including our one-off administrative fee. Items such as preschool uniform and fundraising will need to be paid for separately.

Emergency Closures

Where the Pre-school is required to close, or amend its opening hours, due to circumstances beyond its reasonable control or where the Manager and/or Trustees determine that it is unsafe to remain open (for example severe weather, flooding, loss of utilities or other emergencies), the following will apply:

- Government-funded hours will be administered in accordance with the Local Authority funding agreement.
- The Board of Trustees will determine how privately funded sessions affected by the closure will be managed, taking into account the circumstances of the closure, applicable consumer law and their legal duties as charity trustees.
- Where privately paid sessions cannot be delivered, the trustees will determine an appropriate remedy. This will normally be an invoice credit or replacement session where suitable. A refund may also be offered where appropriate.

Late Payment and Non-Payment

- A 15% late penalty fee may be applied for late payments
- If payment is not received:
 - Childcare beyond funded hours may be withdrawn
 - Outstanding fees may be pursued through court proceedings
 - Interest will accrue during this period

Withdrawal and Notice Period

- Parents/carers must provide four weeks' notice to withdraw a child
- If notice is not given, four weeks' fees will still be charged
- Exceptions may be considered at the discretion of the Manager (e.g. military family relocation)

Support for Families

We are committed to supporting families experiencing financial hardship:

- Parents are encouraged to speak to the Manager or Administrator as early as possible
- Flexible payment options may be arranged
- All discussions are confidential and approached with sensitivity

Monitoring and Review

This policy is reviewed annually by the Board of Trustees or sooner if required by changes to fees, funding policy, or guidance.



Registered Charity # 1203754

Legislation and Guidance

- Childcare Act 2006
- Equality Act 2010
- Statutory Framework for the EYFS (2023)
- Early Years Entitlements Operational Guidance (DfE 2018)

Acknowledgment

All parents and carers must acknowledge that they have read and understood this policy. By doing so, they agree to adhere to the payment terms, notice periods, and funding responsibilities set out here.