

Jesus said, 'Let the little children come to me.'

At Little Fishes we aim to share God's love with the children and nurture a sense of kindness, love and respect, enabling them to flourish in life.

10.14 Charging policy

Introduction

Little Fishes Pre-School is open Monday-Friday, term-time, 0845-15.45 and is registered to take children from when they are 2 years, 9 months old. We also offer a Breakfast Club (07.30-08.45) and an After School Club (15.45-17.30).

Aims

- To be fair and inclusive in our charging policy.
- To make Little Fishes as accessible to as many families in the community as possible.

Non-funded rate

£6.25 per hour

Changes to non-funded rate

The non-funded rate will be reviewed on an annual basis and any changes will be notified to parents with at least 2 months' notice.

Funding

All parents are eligible to claim the 'universal' 15 hours a week Early Years Education funding for 3-4 year olds (for a total of a maximum of 570 hours over 38 weeks a year), as follows:

A child born between	A child will be eligible for three or four year old funding from
1 January and 31 March	1 April following the child's third birthday
1 April and 31 August	1 September following the child's third birthday
1 September and 31 December	1 January following the child's third birthday

We also offer:

- the 'extended' 15 hours a week Early Years Education funding for 3-4 year olds (for a total of a maximum of an additional 570 hours over 38 weeks a year), in line with the same ages/start dates shown in the above table.
- the 30 hours a week Early Years Education funding for eligible working parents of 2 year olds (for a total of a maximum of 570 hours over 38 weeks a year) in line with the ages/start dates shown in the table below.

A child born between	A child will be eligible for two year old funding from
1 January and 31 March	1 April following the child's second birthday
1 April and 31 August	1 September following the child's second birthday
1 September and 31 December	1 January following the child's second birthday

- the 15 hours a week Early Years Education funding for 2 year olds of families receiving government support (for a total of a maximum of 570 hours over 38 weeks a year), in line with the same ages/start dates shown in the above table.

Parents are given an EYE funding claim form as part of the registration paperwork, for them to complete and return so that their claim can be processed with HCC.

Additional charges

- There are no additional charges, eg. for consumables. Parents provide a supply of nappies and wipes for their child if needed.
- A healthy daily snack is provided for the children free-of-charge.
- For children staying for lunch (11.45 am – 12.45 pm) there are two options. Parents can provide a healthy packed lunch or parents can order a hot lunch at an additional cost of £2.80 a day.

Invoicing

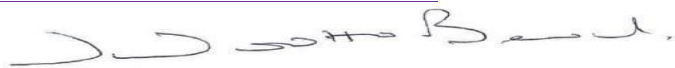
- Invoices are issued at the beginning of each term. The invoices give details of funded and non-funded hours/charges for the term.
- Fees are payable for all confirmed sessions, regardless of any sessions not attended for any reason eg. due to holidays, sickness etc.
- Payment is due by the date shown on the invoice (the week following half-term).
- Payment can be made by childcare vouchers, tax-free childcare or a BACS transfer.
- Invoices are payable by the due date shown on the invoice. Requests for a variation to the payment date will be considered on an individual basis and a mutually agreed instalment plan can be put in place.
- If a payment has not been made by the due date, a reminder will be sent with a copy of the invoice.
- Should payment still not be made after this reminder, a late payment charge of £10 will be applied to the child's account.
- If fees are not cleared in full by the end of term, we reserve the right to withdraw all places with effect from the following term.

Cancellations

6 weeks' notice is required to cancel any confirmed places. Should we not be able to fill the cancelled places, any fees for those cancelled sessions will be payable in full.

Late collection charges

In the event of any late collection of a child, we reserve the right to make a late collection charge and a charge of £5 per 15 minutes will be applied to the child's account, where no phone call has been received from the parent, or if the lateness is a regular occurrence. This charge covers the costs of the additional staffing which will be needed to be put in place, in order to comply with our legal and safeguarding obligations.

This policy was adopted by	Little Fishes Pre-School	<i>(name of provider)</i>
On	18/7/25	<i>(date)</i>
Date to be reviewed	July 2026	<i>(date)</i>
Signed on behalf of the provider		
Name of signatory	Tim Wootton-Beard	
Role of signatory (e.g. chair, director or owner)	School Governor	