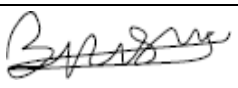
Curry Mallet Pre-School

Fees Policy 2025-26

Review

Review Cycle	Date of Current Policy	Author(s) of Current Policy	Review Date
Annual	Spring 2025		Spring 2026

Ratification

Ratified	**FGB**	**10/02/2025**	
Minuted	**FGB**	**10/02/2025**	
	Name	**Signature**	**Date**
Chair of Governors	**Benjamyn Toms**		10/02/2025
Head Teacher	**Katie Hill**		10/02/2025

Contents

Fees Policy

1. Policy Name
2. Policy Statement
3. Procedures

3.1 Fee structure for 2025-2026

3.2 Early Years Entitlement Funding

3.3 Meals, snacks and drinks

3.4 When charges apply

3.4.1 Holidays, children's absence and sickness

3.5 When Payment is due

3.6 How can I pay?

3.7 Childcare Vouchers

3.8 Taxfree Childcare

3.9 Late Collection Charges

3.10 Late Payment

3.11 Non-Payment of fees

3.12 Debt collection procedure

3.13 Changing my child's sessions

3.14 Parent/carers terminating a child's place

3.15 Preschool terminating a child's place

3.16 Review of Fees policy

3.17 Data protection

4 Related policies & procedures

5 Further reading

Appendix 1 Fees Policy – Parent/Carer Agreement 2025-2026

1. Policy Name

Curry Mallet Pre-school – Fees Policy

2. Policy Statement

This Fees Policy forms part of the contract with parents/carers and Curry Mallet Pre-school.

3. Procedures

Curry Mallet Pre-school operates a service, which is fair and competitively priced. We aim to offer a high quality, safe & stimulating environment that provides a service that is good value for money. We are open Tuesday 8.40am-3:20pm, Wednesday 8:40am-3:20pm and Thursday 8:40-12 noon, term time only. The Pre-school closes on the inset training days scheduled by Curry Mallet Primary School. Session times are outlined below.

3.1 Fee Structure from 1st April 2025

	Morning session	Afternoon Session	All Day	Snack fee
	8:40-12:00	12.00-15.20	8.40-15.20	
Age 2 (£7.51 per hour)	**£25.08**	**£25.08**	**£50.09**	**50p per day**
Age 3-4 (£6.75 per hour)	**£22.55**	**£22.55**	**£45.02**	

Fees are charged per session although you may bring and collect your child within these times to suit your personal requirements.

Fees quoted are per child. Fee paying children will be invoiced at the end of every month and payment is required within the first 2 weeks of the following month. Invoices will be handed out at the end of each month by the Pre School Leader and will appear on your ParentPay account. For children being invoiced for hours in excess of their entitlement, these hours will be clearly shown on your invoice.

Fees can be paid by either ParentPay, BACS, Tax free childcare and a variety of different childcare vouchers. Please speak to the School office for BACS details and information on childcare voucher payments and Tax-free childcare.

Please note: nappies, wipes, creams, sun protection creams/sprays are excluded and must be supplied by the parent / carer.

3.2 Early Years Entitlement

Curry Mallet Preschool applies for Early Years Entitlement funding on behalf of the parent/carer.

Parents/carers are asked to verify the number of hours being claimed each term by signing a parent declaration form. Somerset Council identifies when parents/carers are eligible to claim EYE.

To claim the EYE, the following information is required:

- Your child's legal documentation – birth certificate or passport
- A Child Registration Form
- A completed EYE parent declaration form, which are distributed termly.

If the child's legal documentation is not produced, parents / carers will be unable to claim EYE funding and will be charged the Preschool normal fees.

A new parent declaration form must be completed if the parent/carer changes the hours being claimed.

Universal Entitlement for three- and four-year olds

All three- and four-year olds are entitled to 570 hours per year of universal funded early years provision for up to six funding periods before they reach statutory school age (the beginning of the funding period following the child's fifth birthday).

Children become eligible the funding period after their third birthday and remain eligible until the end of the funding period before they start school or until the end of the funding period of their fifth birthday (visit www.somerset.gov.uk/eye for more information).

From September 2024, the maximum weekly hours that can be claimed is 15 and up to 570 hours across the funded year. In the summer funding period, the maximum universal hours that can be claimed is 242.

For children who are four years of age in the autumn or spring funding period, the hours will be limited.

This means that if a child turns four in the autumn funding period, from the following spring funding period they can claim a maximum of 385 hours of their 570 hours allocation to use until the end of August, as most children start school in September.

Extended Entitlement (30 Hours) for eligible three- and four-year olds

To claim the Extended Entitlement, parents need to meet the eligibility criteria (information regarding this can be found on the Government website https://www.gov.uk/apply-30-hours-free-tax-free-childcare)

The extended entitlement can only be claimed from the funding period following the child's third birthday and with a valid 30 hours code issued by the required date. If a child becomes eligible after the start of a funding period, they will not be able to access an extended entitlement place until the following funding period. Please see the table below which explains when the extended entitlement hours can be used from.

Child's third birthday falls between	Parent needs to apply, get a code and present code to childcare provider before	Once a place is confirmed the parent can start to use their extended entitlement hours from
1 September – 31st December	31 December	1 January (Spring)
1 January – 31 March	31 March	1 April (Summer)
1 April – 31 August	31 August	1 September (Autumn)

Parents (except foster carers) must apply through the government Childcare Service via www.childcarechoices.gov.uk for the extended entitlement. Confirmation of a parent's eligibility is only via an 11-digit eligibility code starting with 5, generated by the Childcare Service.

To claim the Extended Entitlement, the following information is required:

- Child's legal documentation – birth certificate or passport
- EYE parent declaration form
- 30-hour Eligibility code from registered parent (from HMRC) to be provided within 4 weeks of starting at the setting.
- Registering parent's National Insurance Number
- Consent form to share National Insurance number with the EYE funding team at Somerset Council. (If consent to share a National Insurance Number is not given, we would not be able to accept the extended funding for your child and they would only be able to access Universal Entitlement funding)

Reconfirmation of eligibility for Extended Entitlement

It is the parent/carer's responsibility to re-confirm their eligibility for the extended entitlement every three months using their online childcare service account. In most cases, parents will keep the same eligibility code.

If parents/carers are no longer eligible, or fail to successfully re-confirm, the child will be able to receive the extended entitlement funding for a short grace period, as long as the provider has already claimed the extended entitlement.

Grace periods for extended entitlement

If your circumstances change and you are no longer eligible for the Extended Entitlement, the government has introduced a 'grace period' to enable parents to retain their childcare place for a short period should they become ineligible for the extended entitlement. This allows continuity for the child and gives the parent/carer some time to regain employment. A child will enter 'the grace period' when the child's parents cease to meet the eligibility criteria to receive the extended entitlement. Somerset Council will notify providers when a parent falls out of eligibility and inform them of the grace period end date. The table below shows the grace period end dates:

Date Parent receives ineligible decision on reconfirmation:	Grace Period End date:
1 January – 10 February	31 March
11 February – 31 March	31 August
1 April – 26 May	31 August
27 May – 31 August	31 December
1 September – 21 October	31 December
22 October – 31 December	31 March

Parents/carers will be responsible for paying any hours that cannot be claimed if they fall out of the grace period and do not give sufficient notice about changing their child's hours.

Curry Mallet Preschool will receive the Early Years Entitlement directly once all the documents have been completed by the parent and returned to Preschool within the specific timescale given. For children in receipt of Early Years Entitlement, our normal fees will apply for any hours or sessions attended by your child in excess of the funding. This may also apply if your child is attending another Early Years provision.

Working Families Funding Two-Year-Old

From April 2024 working parents of two-year-olds can access 15 hours of funded childcare per week for 38 weeks a year (a maximum of 570 hours per year). For parents who have received a valid eligibility code, Somerset Council will pay for a place for up to 570 hours a year at a registered childcare provider.

Two-year-old Funding [Supported]

Families with 2-year-old children who claim certain benefits and meet the criteria can apply for funding for a childcare place. Somerset Council will pay for a place for up to 570 hours over a year at a registered childcare provider. For example, this could be 15 hours a week for 38 weeks or fewer hours for more weeks (15 hours is the maximum number of hours available per week). Children become eligible in the funding period after their second birthday. 2-year-olds can also get funded childcare if they:

- are looked after by the Local Authority
- have an Education, Health, and Care Plan (EHCP)
- get Disability living allowance https://www.gov.uk/disability-living-allowance-children
- have left care under an adoption order, special guardianship order or a child arrangements order

Further information, guidance and to apply, please visit https://www.childcarechoices.gov.uk/

For children in receipt of Early Years Entitlement, our normal fees will apply for any hours or sessions attended by your child in excess of the funding. This may also apply if your child is attending another Early Years provision.

3.3 Meals, snacks and drinks

We provide a healthy snack every day. There is a £1.50 per week, which equates to 50p per day to parents towards snacks. Fresh drinking water is always available and accessible. The School Office Manager orders milk for all our under 5's via Coolmilk (189ml a day) your child will have access to milk every day they are in.

3.4 When do charges apply?

There is no charge for bank holidays or for planned Preschool closures such as inset days.

3.4.1 Holidays, Children's absence and sickness

If a child has a planned holiday that falls during our opening time your **full session fee will still be charged.**

Fees are payable in full for all periods of children's absences and sickness.

Following the advice provided by Public Health England's Guidance on Health Protection in Schools and other Childcare Facilities, any child who has, or develops, an infectious illness must be kept at home in order to prevent the spread of illness. Please refer to our 'Sickness and Illness Policy' for details outlining incubation periods for which your child must not attend Preschool to protect the health and wellbeing of the other children and staff. Fees are payable at the full rate during periods of sickness absence from the Preschool. In the event of a long-term illness, individual circumstances will be considered on a case-by-case basis.

Emergency closure

There are certain rare events that could result in Curry Mallet Preschool having to close for a limited time. We aim to rectify the closure as soon as possible and keep all parents/carers informed of the situation. In the event of bad weather such as heavy snowfall that would make it hazardous for both staff and parents/carers to travel, the premises will be closed for health and safety reasons. The Headteacher will consider whether the Preschool is safe for children and staff to attend. The Preschool Leader will inform parent /carers at the earliest opportunity. In the event of an emergency closure, no fees will apply. Parents/carers will be informed at the end of each day about the situation and the likelihood of opening on the following day.

If the preschool is open but it is parental choice not to access the setting, fees still apply.

Additional charges

We reserve the right to charge for specific additional services if appropriate (photographs, some external visits etc.). All additional services are optional and charges apply to EYE and fee-paying families. You can choose to withdraw your child from these activities if you so wish.

3.5 When is payment due?

Fee paying children will be invoiced at the end of every month and payment is required within the first 2 weeks of the following month.

3.6 How can I pay?

Our preferred payment method is via ParentPay, which is a cashless online payment system used by School and Preschool. On registration parents will receive an activation letter with a code, inviting them to activate an online ParentPay account. You can also pay by BACS, cash or cheque. Payment details are included on each invoice.

We also accept most Childcare Vouchers (see below). Please make separate payments for each child and **quote your child's surname on all online payments**.

3.7 Childcare Vouchers

Curry Mallet Preschool accepts most Childcare Vouchers provided through parent's/carers' employers. Please discuss this with the School Office Manager.

3.8 Tax free childcare

If you're a working parent with children under 12, you can open an online account to pay for registered childcare. The government will top-up the money you pay into the account. For every £8 you pay in, the government will add an extra £2. You can receive up to £2,000 per child per year. Further information can be found at https://www.childcarechoices.gov.uk/

3.9 Late collection charges

Curry Mallet Preschool must ensure that we adhere to legal requirements on staff to child ratios and must have at least two members of staff on the premises at all time. Late collection has a significant impact on ensuring the correct legal adults to child ratios are maintained and on staff costs. Late collection fee of £10 for additional 15 minutes (if consistently late without prior notice), £20 for subsequent 15 minutes, or at our discretion.

3.10 Late payment

If you are experiencing difficulty meeting the fees, we encourage you to discuss the matter with the Preschool Leader/ Headteacher as soon as possible.

If payment is not received in full as outlined above, this is deemed as a late payment. A late payment charge of £5 a day will be made for each day until payment is received. This applies to any Childcare Voucher payments also.

The following procedures will be followed:

0. A date is set for payment on the invoice
1. The Office Manager will check payments against invoices on the date they are due
2. All parents/carers who have not paid will be contacted by phone to remind them about the payment date and expectations of when the payment is due.

3. If payment is not received by the agreed date, the Preschool will follow the non-payment of fees procedure.

3.11 Non-payment of fees

In the event of non-payment of fees, the following procedure will be followed.

A meeting will be arranged to discuss the situation and a debt repayment plan put in place. If a resolution cannot be agreed or the conditions of the plan are not met, the child's place will be withdrawn and the place will become available to other children.

Curry Mallet Preschool reserves the right to terminate a contract in the event of non-payment of fees.

3.12 Debt collection procedure

We unfortunately need to cover the risk to the Preschool of parents/carers not paying for a pre-booked space, their invoice in full or their notice period. Whilst every effort will be made to recover late and outstanding fees amicably, we do need to cover the risk of non-payment and as such: - we will if required hand over your non-payment to an outside debt recovery specialist.

3.13 Changing my child's sessions

You can book extra sessions, if available by calling or emailing the Preschool Leader.

To reduce your child's agreed sessions, a half terms notice in writing is required (5-7 weeks depending on the length of the half term).

3.14 Parents/carers terminating a child's place

A half terms (5-7 weeks depending on the length of the term) notice in writing is required to terminate the contract. Written notice should be given to the Preschool Leader. If written notice is not received, 5-7 weeks' fees will be charged and EYE for the 5 –7 weeks will be claimed (depending on the length of the half term).

3.15 Preschool terminating a child's place

Curry Mallet Preschool reserves the right to terminate a child's place with immediate effect if a parent/carer displays abusive, threatening or otherwise inappropriate behaviour. In all other circumstances, a half terms (5 – 7 weeks) notice in writing will be given.

3.16 Review of the fees policy

Curry Mallet Preschool will review the Fees Policy annually and parents/carers will be given at least 1 months' notice of any changes by letter via both email and hard copy.

3.17 Data protection

Registered with ICO under Data Protection Act 1998

4. Related Policies & Procedures

- Admission policy
- Parent partnership
- Parent contract
- Uncollected child policy
- Sickness policy
- Emergency closure policy
- Inclusion and equality policy
- Health and Safety Policy
- Prospectus

5. Further Reading

Statutory Framework for the Early Years Foundation Stage March 2021

Somerset Code of Practice for the Provision of the Early Years Entitlement (October 2016)

Somerset Local Provider Agreement

Early education and Childcare Operational Guidance.

SEND Code of Practice

Children Act 2004

Childcare Act 2006

Disability Discrimination Act 1995 and the 2005 amendments.

Appendix 1

Curry Mallet Pre-school

Fees Policy – Parental Agreement 2025-2026

Child's name_____ **Parents Name** _____

I agree to Curry Mallet Pre-school Fees Policy.

I have been given a copy of Curry Mallet Pre-school Fees policy.

Parent's signature _____

Date _____

I am aware that if I do not produce my child's birth certificate **within 2 weeks** of start date, I will be charged at the Curry Mallet Pre-school hourly rate for the child's attendance within those **2 weeks**

Parent's signature _____

Date _____

Additional Charges

I am aware of the additional charges/services and agree to be invoiced for the additional charges/services as detailed within the Curry Mallet Pre-school fees policy/contractual agreement.

Sign _____ Name _____

Date_____

Extended EYE Hours Consent

I consent to **Curry Mallet Pre-school** using the information supplied to the setting, for the purposes of verifying my eligibility for the extended entitlement. I understand that the information requested will be held securely and will only be shared with staff in the Local Authority who have right of access, and with Capita Children's Services; when no longer required, it will be disposed of in a matter appropriate to its sensitivity. I also understand that if I am eligible, the Local Authority will continue to check my eligibility and if they are notified that I am no longer eligible, they will inform this childcare provider. I understand if I am no longer eligible, I will have to pay for any additional hours booked in above the universal Early Years Entitlement.

Note: A separate consent form must also be completed to access EYE hours.

The consent form is available from the nursery or from www.somerset.gov.uk/eye30provider

Reconfirming of Eligibility

I am aware that I am responsible to reconfirm my eligibility code every 3 months, and if I fail to do so within my allotted time, I will fall out of eligibility. I understand I will be invoiced for any hours which cannot be claimed, and I agree to pay for these hours.

Sign _____ Name _____

Date _____

Grace Period

I am aware that I am responsible to pay for any hours which cannot be claimed if I fall out of the grace period, and do not give sufficient notice about changing my child's hours. I agree to pay for any hours which cannot be claimed.

Sign _____ Name _____

Date _____