



Milverton Community Primary and Pre-School

Pre-School Fees Policy

Introduction and Fees

Milverton Community Pre-School operates a service which is fair and competitively priced. We aim to offer a high quality, safe and stimulating environment that provides for the needs of individual children.

This policy sets out the terms and conditions for Pre-School fees, including details of government-funded childcare entitlements available for eligible children from 9 months of age through to school age. We may review this policy sooner than the review date but more than one month's notice would be given in writing to parents/carers.

With effect from 1st September 2026, our fees are £5.95 per hour for 3-4 year olds and £7.85 per hour for 2-3 year olds. The school's fee rates are reviewed annually and published for each academic year. Additional sessions beyond those within funded hours will be charged at the above rates.

We are open 9:00am – 3:00pm, 5 days a week, term time only (excluding bank holidays and INSET days). All sessions include snacks.

Our core sessions are:

Session	Cost for 2-3 year olds	Cost for 3-4 year olds
9am – 3pm	£47.10	£35.70
9am - 12:30pm	£27.48	£20.83
12:30pm – 3pm	£19.63	£14.88

If your child joins us for lunch, you have the option to purchase a hot meal via ParentMail at an additional cost of £2.85 per meal. Parents are under no obligation to purchase meals and may provide a healthy packed lunch as an alternative.

Wrap around care can be booked in addition to our core sessions and can be included within funded hours or charged separately if required. This is available from 8-9am and 3-4.30pm, Monday – Friday.

Early Years Entitlement (EYE) Funding

Milverton Community Pre-School offers funded childcare places in accordance with Department for Education and Somerset Council guidance. Eligible working parents may access funded childcare from the term after their child reaches the relevant age and receives a valid eligibility code. Entitlements may include:

- 30 hours funded childcare for eligible working parents of children aged 9 months to school age.
- 15 hours funded childcare for eligible families receiving additional forms of support.
- Universal 15 hours funded childcare for all 3 and 4 year olds.



Eligibility criteria are determined by HMRC and the Childcare Choices scheme.

Universal – All children are entitled to funded hours, a maximum of 15 hours a week termtime, starting the term after their 3rd birthday. These funded hours do not include lunch costs.

Extended – Eligible working parents may access up to 30 funded hours per week during term time, subject to meeting the government's eligibility criteria.

Children are allowed to use their funded hours at another setting but must inform the Pre-School how they intend their hours to be split.

Please find below details of the information we require in order for you to be eligible for Early Years Entitlement (Universal and Extended).

If you do not produce the required documentation within 2 weeks of your child starting Pre-School, do not agree to share your child's details with the early years entitlements team, or in the case of Additional Early Years Entitlement do not agree to share your NI number with the early years entitlements team, you will not receive funding and will be charged the usual hourly rate for days attended.

To claim **Additional Early Years Entitlement** the following information is needed:

- Child's legal documentation – birth certificate or passport – on registration.
- Completed EYE parent declaration form signed by parent/carer.
- Eligibility code from registered parent (HMRC)
- Registering parent's National Insurance Number (consent to share with the Early Years Entitlements Team).

To claim **Universal EYE** (15 hours) the following information is needed:

- Child's legal documentation – birth certificate, passport (on registration, copy needs to be sent to Entitlements Team)
- EYE parent declaration form - completed when appropriate and signed by parent/carer.

If parents/carers do not give permission to share their national insurance numbers, then we will be unable to offer Additional EYE hours.

You can find out further information regarding all childcare funding, and apply via www.childcarechoices.gov.uk.

Funding Term Dates & Funded Hours Information

We accept Early Years Entitlement Funding for two, three and four year olds; as a term time provision this will be available from the term after your child's birthday for the majority of children. You can only claim a maximum of 10 hours per day of Early Years Entitlement. The Pre-School will support eligible families to access additional funding where available, including Early Years Pupil Premium (EYPP) and Disability Access Funding (DAF).



Universal EYE (UEYE) funding of 15 hours per week, term time only is available to **ALL** children the term after their 3rd Birthday.

The terms below stipulate when your child can use their funding following their birthdays:

If your child is born between:	The EYE can be claimed from:
1st September - 31st December	1 st January following their birthday
1st January - 31st March	1 st April following their birthday
1st April - 31st August	1 st September following their birthday

Families may also be eligible for Tax-Free Childcare through HMRC. Further information can be found at www.childcarechoices.gov.uk.

No child will be excluded from accessing their funded entitlement because parents are unable or unwilling to purchase additional services. Funded childcare hours are provided free of charge.

Parents may choose to purchase additional services such as meals, additional childcare hours, trips or consumable items where these are not included within the funded entitlement. Parents will always be offered an alternative option where they choose not to purchase meals or additional consumables. Access to funded childcare will never be conditional upon purchasing additional services.

Equality of Access

The Pre-School is committed to ensuring equitable access to funded early education and childcare. Decisions regarding fees, charging and funding will be applied fairly and consistently and will not discriminate on the grounds of a protected characteristic, special educational needs or disability. Children with Special Educational Needs and Disabilities (SEND) will not be disadvantaged in accessing funded places, additional services or payment arrangements. Reasonable adjustments will be made where appropriate.

Procedures for payment of fees

- All Pre-School fees are administered termly via our online system ParentMail. Paper copies are available if requested.
- Any additional sessions attended will be invoiced separately.
- Fees are due at least monthly as stated on your invoice, however this may be settled beforehand.
- In the event of absence, for any reason, full fees are payable. This includes absence for holidays and through illness. Long term illness will be viewed with discretion.
- Persistent non-payment of fees, where reasonable attempts to agree a payment plan have been unsuccessful, may result in the withdrawal of paid childcare sessions. Any funded entitlement will continue to be offered in accordance with statutory guidance.
- Notice should be provided in writing to the Early Years Lead. Funded-only places may be adjusted at the discretion of the school where changes are required due to eligibility or transition to school.
- Should you decide to leave the Pre-School, four weeks written notice is required. Full fees are payable for this four week period regardless of attendance.



- The School Governing Body will review the fees annually.
- Invoices can be paid by Childcare vouchers or ParentMail.

Notice of Changes or Leaving

Parents wishing to reduce sessions or withdraw their child from Pre-School must provide four weeks written notice. Fees remain payable during the notice period.

Procedure for non-payment of fees

If a family has used the services provided by the Pre-School without payment, or their payment is dishonoured and no discussion has taken place about the financial situation of that family, the Pre-School will follow the following staged procedure.

Where fees remain unpaid, the school will:

1. Contact the parent/carer to discuss the outstanding balance.
2. Offer a payment arrangement where appropriate.
3. In the event that no agreement has been made, we will issue an 'Overdue Account' letter asking for payment in full within seven days. If payment is received within seven days no further action will be taken.
4. If payment is not received a 'Second Warning' letter will be issued asking for immediate payment, in full in seven days plus a £10.00 administration fee. If payment is received within seven days no further action will be taken.
5. If after seven days full payment or a payment plan, agreed by the Pre-School's management, has not been received, a 'Final Warning' letter will be issued. At this stage, access to additional paid sessions may be suspended until payment has been received or a payment arrangement agreed. Any funded entitlement will continue in accordance with statutory guidance.
6. If payment is not received within seven days the Pre-School will immediately begin proceedings in the County Court. The school reserves the right to recover any reasonable costs associated with pursuing unpaid fees through legal channels.

Data Protection

Personal information collected for the administration of childcare funding and fee payments will be processed in accordance with the school's Data Protection Policy and UK GDPR requirements.

If parents do not give permission to share their National Insurance Number, then Milverton Community Pre-School would not be able to offer the additional EYE hours.



Grace period

Your child will enter the grace period if you cease to meet the eligibility criteria set out in the childcare (Early years Provision Free of Charge) (Extended entitlement) Regulations 2016, as determined by HMRC or a First-Tier tribunal in the case of an appeal.

During the grace period your child will remain funded, if you do not meet the eligibility criteria by the end date of the grace period you will need to give 4 weeks' notice prior to the grace period end date to cancel any additional EYE hours or you will be billed at the hourly rate of Milverton Community Pre-School.

We are unable to receive funding for your child, if you are already in the grace period when starting at the setting.

Details of Grace Period

<u>Validity end date</u>	<u>Local Authority date</u>	<u>Grace period ends</u>
1 Jan - 10 Feb	11 Feb	31 March
11 Feb - 31 March	1 April	31 August
1 April-26 May	27 May	31 August
27 May-31 August	1 September	31 December
1 September-21 October	22 October	31 December
22 October-31 December	1 January	31 March

Late collection charges

Children's welfare is of utmost importance to us, and they can be distressed when the parent/carer is late. We also need to pay for staff members to stay on to keep within our ratios. If a child is picked up between 3.05 and 3.15 there will be a charge of £5. For any additional time, you will be charged an additional hour's fee. Late collection charges may be waived in exceptional circumstances at the discretion of the Headteacher or Early Years Lead.

Procedures for closing due to unforeseen circumstances

Where the setting is unable to open due to severe weather, public health incidents, or circumstances beyond the school's control, families will be notified via ParentMail and the school website. Charges for non-funded sessions may still apply where costs have already been incurred. This will be considered on a case-by-case basis by the school.

- The Pre-School will act as the school - if the school shuts or opens late to allow for safe travelling to our premises, the Pre-School will do the same.
- Parents can find out about closures via the school website www.milvertonprimary.co.uk and will receive a notification email through ParentMail.
- Fees will still be claimed for the children who claim funding and therefore fees are still payable for those under 3 who pay, or who access more than the 15 hours and pay for the extra.



Purchasing of equipment and resources

The Board of Governors will agree an assigned yearly budget for Pre-School to spend on equipment and resources. The Early Years Lead and Headteacher, will consult with the early years practitioners to ensure that adequate stocks are maintained in the Pre-School.

Roles and Responsibilities

The School Finance Officer is responsible for the enforcement and compliance of this policy during the day to day running of the Pre-School. The School Finance officer will provide interpretations in the event of the need for clarification or whenever there is a dispute. Overall responsibility lies with the Headteacher and the Governors.

I agree to **Milverton Community Pre-School's** Fees Policy.

Signed _____ Name _____

Date _____

This policy was adopted by

On

Date to be reviewed

Signed on behalf of the provider

Milverton Community Pre-School

24th September 2026

September 2027

Nicola Stoddart (Headteacher)