



# Little Explorers Pre-school

Reference No EY492319

## **FEES POLICY**

**February 2026**

### **Aims of Policy**

This policy aims to specify the process around payment of fees and the funding available. Whilst we make every effort to support parents with funding, including support completing the forms, it is the parents' responsibility to be aware of the funding they can receive and ensure their applications are submitted appropriately. By assisting parents with their applications, we recognise we are providing a significant amount of help to the parents who require the support.

### **Fees**

There are three stages of fees payable to the Pre-School:

1. An administration fee.
2. A deposit to confirm their place.
3. Ongoing fees for their attendance at the Pre-School.

Each of these fees is outlined in more detail below. All fees are subject to an annual review. All fees are payable within the terms sent out on the invoice, which is typically 14 days from the issue of the invoice.

If fees are not paid on time, you may be subject to late charges.

### **Administration Fee**

An administration fee of £50 is payable when the initial paperwork is completed to register your child's interest in attending the Pre-School and to put them on the waiting list. We only charge a administration fee where no funding has yet been granted. If you feel this fee is in any way a barrier to registering your child, please contact us to discuss your options.

### **Deposit**

A deposit of £50 will be taken for all children to confirm their place. This is payable prior to your child starting. If you accept a place but your child does not start with us, the deposit is non-refundable.

If a child's place is offered and accepted but after such acceptance, the start date is delayed at the parent/guardian's request, the deposit is nonrefundable. Delayed start requests can affect the Pre School's financial status, because it is unfair to any children on the reserve list who could start on time. This deposit will be taken off your child's first invoice.

### **General Information**

#### **Universal 15 hours education Grant Funding**

15 hours free entitlement for all 3- & 4-year-olds – all 3- and 4-year-olds become entitled to the government funded early years education entitlement the term after their third birthday and remain entitled until the child reaches compulsory school age (5 years old). However, if a child starts attending school on a part-time staggered entry system, the early years entitlement

cannot be claimed, all the finances are paid directly to the school from the local authority. We do not offer school staggered childcare whilst a child is starting compulsory education.

1 <sup>st</sup> September	31 December	13 weeks (Autumn)
1 <sup>st</sup> January	31 March	12 Weeks (Spring)
1 April	31 August	13 Weeks (Summer)

## 15 and 30 hour funded childcare schemes explained

Parents working at least 16 hours a week may be eligible for 30 hours of funded childcare, for their children aged at least nine months on or before 31 August. Places are funded from the term after your child turns nine months old until they start reception.

If you are not eligible for 30 hours of funded childcare, your child may be eligible for 15 hours instead. All parents of children aged three to four in England can access a universal offer of 15 hours of government funded early education from the term after their child turns three. It doesn't matter how much you earn or how many hours you work.

You may be entitled to access a further 15 hours a week of funded early education and childcare if you receive additional forms of support. This includes support like being on Universal Credit and earning less than the required government limit or if your child has an Education, Health and Care Plan, or has been looked after by a local authority. Places are funded from the term after a child turns two.

The funding covers up to 15 or 30 hours of early education and childcare a week for 38 weeks a year.

Eligibility depends on whether you're working, your income, your child's age and circumstances and your immigration status. Full details about eligibility requirements can be found at [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

### **30 hour extended entitlement**

To be eligible for the extended 15 hours, please use the website to check eligibility. For more information visit [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) to apply. Circumstances are checked regularly, if you lose your entitlement, there will be a grace period until the funding ends. The entitlement will start the term after you have applied (as above).

Date Parent receives ineligible decision on reconfirmation	LA audit date	Grace Period End date.
1 January – 10 February	11 February	31 March
11 February – 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

### **Voluntary fees**

Little Explorer's Pre-school aims to provide affordable pre-school education to children aged between 2 and 5 years. We are not a charity and do not fundraise which is why we charge a

voluntary fee, as the grant we receive only covers the basics of education, it does not cover such things as: extra curriculum activities, trips, parties, tapestry etc, these are just a few things. please ask a member of staff if you require further information.

You can opt out of this and therefore, you will need to provide the necessary items that the voluntary fees would originally cover. Please ask a member of staff for the list of items you will need to provide.

## Procedures

- All children attending the setting will be offered any available spaces when they become entitled to the free education grant funding as long as the setting can meet the child's individual needs.
- The setting will make all available adjustments possible to ensure they are able to offer all children the entitlement, as long as they can meet the child's needs and keep the child safe from harm and, learning and developing.
- If the setting is unable to meet the child's individual needs, assessments and referrals will be made with the intent of gaining support and working towards the setting being able to meet the child's needs and for the child to be able to receive their entitlement, this may include applying for an Education Health Care Plan, where South Gloucestershire Council will be responsible for funding the necessary support required to ensure the child will be able to access their entitlement.
- We will check original copies of documentation confirming the child has reached the eligible age on initial registration for all free entitlements.
- If any copies of a child's documentation are kept, they will be securely placed.
- Parents must provide written consent / sign the parent declaration form EY4P to receive their free education funding entitlement
- A four week notice period is required when leaving the setting, four weeks education entitlement funding from the notice date will be kept by the setting.
- Only children who have successfully obtained a valid 2-year code will be offered 2 year old funded place.
- In addition to the universal 15 hours 3- and 4-year-old funding entitlement. We will offer the extended 15 hours free entitlement funding to those in receipt of a valid unique code.
- We will check the validity of the extended 15 hours free entitlement each half term.
- If a parent loses their free entitlement of the extended 15 hours, they are responsible for ensuring their fees are paid after the grace period ends.
- We do not keep spaces for paying children only, all spaces are available to children in receipt of the education entitlement.
- Any sessions taken above the free entitlement will be charged at the session rate.
- A voluntary contribution will be asked for to cover the costs of snack and consumables £5.00 for a half day, £8.00 for a whole day.
- Little Explorers Pre-school will charge 3-4-year-olds £8.50 per hour for sessions which exceed the grant entitlement.
- £10.00 per hour for 2-year-olds non grant. This is due to higher ratios.
- Lunch club will be at a charge of £4.75 for 3 years £5.00 for 2 years.
- Early Start available from 8.30am, 3- 4-year-olds £6.00, 2-year-olds £6.50

- Pre-School follows the term dates issued by South Gloucestershire City Council. On occasion, this exceeds 38 weeks so this shortfall will be charged at the full rate as shown above.
- All fees are payable per term in advance within 2 weeks of receipt of the bill and are non-refundable. Late payments will be charged an administrative fee £25.00
- Fees continue to be payable if a child is absent. In cases of prolonged long absence, parents should consult the pre-school director about fee payment.
- Should fees remain unpaid, the child's place at Little Explorers Pre-School will be forfeited and parents will be notified in writing.
- If you wish to permanently withdraw your child from Little Explorers Pre-School, or reduce the number of sessions, the notice period is one half-term. Written notice must be given to the Pre-School Manager or the pre-school Leader. Where notice is given during a half term, a period of **4 weeks paid notice is required**. If there is less than 4 weeks left of the half term in which notice was given, a bill will be issued for any notice period weeks that have not been paid for.
- The pre-school Director will review the fees in a meeting each year, in conjunction with the annual review of the Nursery Education Grant funding.
- Uniform can be purchased: polo top - £13.50, Jumper - £14.00, Cardigan - £15.50, Fleece jacket - £23.00, these prices are subject to change with increases

### Pre-School Fees

Sessions	Start time	End time	3- 4-year Fee (Non-NEG)	Fee (NEG)	2 years (Non-NEG)	Fee (NEG)
Morning	9:00 a.m.	12.00 p.m.	£25.50	Free	£30.00	Free
Morning including Lunch Club	9:00 a.m.	12:30 p.m.	£29.75	£4.25	£35.00	£5.00
Afternoon	12:30 p.m.	3:00 p.m.	£21.25	Free	£25.00	Free
Afternoon including Lunch Club	12.00 p.m.	3:00 p.m.	£25.50	Free	£30.00	Free
Whole day including Lunch Club	9:00 a.m.	3:00 p.m.	£51.00	Free	£60.00	Free
Early session start	8.30 a.m.	9.00 a.m.	£6.00	£6.00	£6.50	£6.50

This policy was adopted at a meeting of

Held on

Date to be reviewed

Signed on behalf of the Director

Name of signatory

Role of signatory

Little Explorers Pre-School

February 2026

February 2027

Helen Moorefield

Director