



Pricing Policy

Date reviewed: 25.02.2025

Date updated: 08.03.5.2024 and 14.10.2024

Policy statement

We believe in open communication with our parents and staff. We set our prices and charges at a level to maintain the sustainability of the group whilst at the same time endeavoring to keep them as low as possible. This pricing policy is presented to ensure that all adults connected with the group fully understand our charging structure.

Our prices are set out in our Schedule of Charges which is displayed on the noticeboard in the village hall. A copy is also available to any parent on request.

Procedures

- A **registration fee** is payable on receipt of a completed registration form for children not yet eligible for Early Years Free Entitlement (EYFE). This is to cover the costs of preparing the initial paperwork and arranging a visit to the setting. Only one registration fee will be charged where, for example, siblings are registered at the same time.
- Where a registration fee has been paid for a child to attend prior to them being eligible for funding, but then the child's start date is deferred until they are funded, a refund will be paid for the registration fee at the point of entry.
- **Session fees** are charged for:
 - all children who are not eligible for the EYFE
 - any extra sessions booked during the term
- We will charge fees at the rate per hour at our normal hourly rate relevant to the child's age:
 - where part or all a child's EYFE entitlement is used at another setting
 - if a child does not fulfil the minimum attendance requirements and funding is withdrawn by the council
- Invoices are issued to parents at the start of each term for that term's fees.
- Parents must pay fees at a rate of monthly, half-termly, or in full, but must be in advance and payable on the last day of the month prior.
- Payment can be made by bank transfer.
- We accept childcare vouchers and the government tax-free childcare system, where necessary, supplementary payments are to be made by bank transfer.
- **Payments need to be received monthly, half-termly, or in full but must be in advance and payable on the last day of the month prior.**
- **Any parent who has a query regarding fees or difficulty in paying should contact the Administrator, Practice Manager or Chairperson in the first instance. Any information discussed will be treated in strictest confidence.**
- **If a payment plan is put in place to clear arrears it must be adhered to with no exceptions. Any default in the payment plan will result in your child being unable to attend Pre-school at the following session and they will be unable to attend until the arrears have been bought up to date.**
- **If payment is not received in advance and no payment plan is in place and no attempt to contact the Pre-school to discuss outstanding fees has been made, then your child will be unable to attend Pre-school at their next session and foreseeable future, until payment has been made.**
- **If a payment is not received and no payment plan has been set up a charge of £10.00 will be applied to the balance due to cover administration costs for the work involved in chasing the payment (issuing letters, sending emails, Tapestry alerts, or making phone calls).**
- Fees are due in advance and are payable even if the child cannot attend due to holidays, sickness, 'snow days' or short notice due to unforeseen closure of the Pre-school, where we have no alternative but to close Hanslope Pre-school funding will still be claimed for these sessions, in order to cover staff costs who will continue to work on those days for training, updating children's records and preparing for parent consultations. The only exception to this is if a child is admitted to hospital. The Committee will consider an individual written request if any other circumstances arise where a parent feels a fee refund is due.
- Parents of a child starting school in September on a staggered intake who wish their child to attend Hanslope Pre-school until their school start date and receive Dual Funding from Milton Keynes Council. If this funding is withdrawn by Milton Keynes Council, then you will be invoiced during the preceding summer term and that invoice must be paid by the end of the summer term before a place can be confirmed.

- There is a chargeable **28 working days' notice period** if a child is withdrawn or if a place, once accepted, is not taken up. Notice must be given by the parent, carer, or guardian in writing.
- In accordance with our Uncollected Child Policy, we reserve the right to make an **extra charge for Late Collection** of children of £15.00 for every 15-minute period, or part thereof, after 12pm, 1pm, or 3pm. Dictated by the time the child was due to finish. This is to cover staff overtime costs that we will incur.
- If a whole day trip is organised, which requires the setting to be closed for the day, we will endeavor to inform all parents well in advance of. Pre-school will normally be closed when such a trip is taking place, fees would therefore not be charged on such a day.
- There is a **voluntary** contribution of **£20.00** payable annually. This helps to cover consumables such as drinks, snacks, fresh fruit, cooking ingredients, gardening items, craft materials and general consumables. We suggest this to be paid when a child starts with us and annually through their time at Hanslope Pre-school.

This policy was reviewed and updated by Hanslope Pre-school on 11/09/2023

Date to be reviewed 11th September 2024

Signed on behalf of Pre-schoolB. Mudaliar.....

By Brittany Mudaliar Chairperson on 29/09/2023

UPDATED 08.03.2024 with fee increases

UPDATED 22.05.2024



Schedule of Charges

Registration Fee (For children not yet eligible for any funding options)	£10.00
Fees: 2-year-olds	£6.66 per hour
3 and 4-year-olds	£6.10 per hour
Funding: 2-year-olds (From the term after the child's 2 nd Birthday)	£8.03 per hour
3 and 4-year-olds (From the term after the child's 3 rd Birthday)	£5.73 per hour
Late Collection Fee For every 15-minute period or part thereof, after 12:00pm (Morning session) 1:00pm (Lunch club) 3:00pm (Afternoon session)	£15.00
Administration Fee (Overdue fees or payments)	£10.00
Voluntary Contribution (Annual voluntary contribution towards healthy snacks, craft, cooking, gardening, and other setting consumables)	£20.00