



Fees and Funding Policy

Policy Statement

Bradpole Preschool is a registered charity and relies upon government funding and parental fees to cover the costs of providing high-quality early years education and care.

We are committed to ensuring that families are able to access their funded early education entitlement in accordance with current government and local authority guidance. We aim to operate a fair, transparent, and flexible system for the collection of fees and the allocation of funded hours.

Information regarding fees, funded childcare entitlements, additional charges, and payment arrangements is provided to parents/carers on admission and updated whenever changes occur.

The preschool offers a flexible payment system for families with differing needs. Payment may be made weekly, monthly, or half-termly.

The preschool may, where possible, offer support to families experiencing financial hardship. Parents/carers experiencing difficulties in paying fees are encouraged to speak to one of the preschool leads or the administrator as early as possible to discuss available support or payment arrangements.

Early Education Funding

Eligible children are entitled to government-funded early education in accordance with current government legislation and local authority funding agreements.

Bradpole Preschool is registered to provide funded early education places and accepts both universal and extended funded entitlements where families meet the eligibility criteria.

Parents/carers are responsible for applying for and maintaining any eligibility codes required for funded childcare and for providing these to the preschool within the required timescales.

Information about funded childcare and eligibility can be found through the government childcare service:

<https://www.gov.uk/free-childcare-if-working>

Funded hours may be used across a range of registered childcare providers, including:

- Preschools
- Day Nurseries
- Childminders
- Out-of-School Clubs (where applicable)

Children attending more than one setting may split their funded entitlement between providers in accordance with local authority guidance.

Parents/carers are required to complete the funding declaration form once a year to enable the Preschool to claim funding on their child's behalf. (Once a year unless amendments are required.)

Parents/carers are responsible for ensuring that their child attends Preschool regularly and for notifying the Preschool of any absence before, or on, the day of the absence. The reason for the absence will be recorded in the attendance register.

Attendance and Funded Hours

Parents/carers are made aware that funded hours are intended to be used regularly and consistently.

Holiday entitlement is limited to two weeks of funded hours per funding period. Any additional absences may result in parents/carers becoming liable for the cost of non-funded hours in accordance with the preschool's funding agreement and fee structure.



Fees and Funding Policy

Any changes to a child's attendance pattern or booked sessions require a minimum of four weeks' written notice.

Additional Hours and Charges

Children may attend for additional hours beyond their funded entitlement, subject to availability.

Any hours attended beyond a child's funded entitlement will be charged at the preschool's current hourly rate.

Details of current fees, session charges, and additional services are available within the Parent Welcome Pack and from the preschool administrator.

Payment of Fees

Fees may be paid by cash, bank transfer, childcare voucher scheme (where accepted), or other agreed payment methods.

Invoices are issued to the parent/carer named as the primary contact on the child's registration form.

Cash payments should be placed in a sealed envelope clearly marked with the child's name and placed in the locked red post box, located in the preschool room. Cash should not be handed directly to members of staff.

Fees remain payable for booked non-funded sessions when a child is absent due to illness, holidays, or other reasons.

All fees should be paid by the end of the current term unless an alternative arrangement has been agreed.

Childcare Voucher and Tax-Free Childcare Schemes

The preschool accepts eligible childcare voucher schemes and childcare payment schemes where possible.

The administrator will advise parents/carers of the schemes currently accepted by the preschool. Where practical, the preschool may consider registering with additional schemes to support families.

Late or Non-Payment of Fees

Where fees remain unpaid, the preschool will seek to work with families to agree a suitable payment arrangement wherever possible.

In the event that fees remain outstanding:

1. Parents/carers may be required to provide evidence of a repayment plan or standing order arrangement.
2. Siblings may not be offered a place until any outstanding balance has been cleared.
3. The management committee reserves the right to pursue outstanding debts through appropriate legal channels, including the Small Claims Court.

Voluntary Contributions

To help contribute towards the cost of providing snacks, the preschool requests a voluntary contribution of 25 pence per session.

This contribution is not covered by government funding and remains entirely voluntary. No child will be excluded from receiving snacks or participating in snack times if a contribution is not made.



Fees and Funding Policy

Voluntary contributions help support the provision of healthy snacks and assist the preschool in keeping fees as affordable as possible for families.

Monitoring and Review

This policy will be reviewed annually by the preschool leads and management committee, or sooner if changes are made to government funding arrangements, local authority guidance, or Preschool fees.

Legal Framework

- Childcare Act 2006
- Equality Act 2010
- Early Years Foundation Stage (EYFS) Statutory Framework
- Local Authority Provider Agreement for Early Education Funding

Linked Policies

- Admissions Policy
- SEND Policy
- Complaints Policy
- Curriculum and Learning Policy

This policy was adopted at a meeting of: The Committee of Bradpole Preschool

Held during Summer Term 2026.

Date to be reviewed: Summer Term 2027