

Fees and Funding Policy

Setting: Zion Community Pre-school

1. Purpose

This policy explains how fees are charged at Zion Community Pre-school, including how government-funded early education hours are delivered and any additional voluntary charges that may apply. Our aim is to ensure that our charging structure is transparent, fair and compliant with national guidance.

2. Early Years Funded Entitlements

We offer funded early education places in line with government guidance. Eligible children may receive funded early education through:

- 15 hours per week for eligible children
- Up to 30 hours per week for eligible working parents
- Funding for eligible children aged 2 to 4 years (subject to eligibility)

These funded hours are free at the point of delivery. Parents will not be charged for funded childcare hours, registration fees linked to funded hours, or mandatory top-up fees.

3. How Funded Hours Are Delivered

At Zion Community Pre-school, funded hours may be offered term time only (up to 15 or 30 hours per week for 38 weeks per year). Parents will be informed of the pattern of hours available when registering their child. A parent declaration form must be completed before a child starts accessing funded hours.

4. Fees for Non-Funded Hours

Any hours taken in addition to funded entitlement will be charged at the setting's standard rates.

Zion Committee Pre-school fee structure:

- £7 per hour for a 2-year-old and £6.50 for a 3- and 4-year-old.
- £ 21 per session for a 2-year-old and £19.50 for 3- and 4-year-olds.
- £ 42 per full day for a 2-year-old and £39 for 3-and 4-year-olds.

Fees are reviewed annually and parents will receive at least four weeks' notice of any changes.

5. Voluntary Charges and Optional Extras

The setting does not charge for optional services that are not part of the funded entitlement.

6. Deposits and Registration Fees

The setting does not request a refundable deposit or registration fee to secure a place.

7. Invoices and Payment

Invoices will clearly show funded hours claimed, additional private hours. Invoices will be issued half termly for fee paying children and termly for funded children. Payment must be paid within two weeks from when the invoice was sent.

8. Late Payments

If payment is not received by the due date a reminder will be issued. A late fee of £20 may be applied if payment remains outstanding. Continued non-payment may result in the child's place being withdrawn. Families experiencing financial difficulty are encouraged to speak to the manager.

9. Absences

Fees remain payable when a child is absent due to illness, holidays or other personal reasons. If the pre-school closes due to circumstances beyond our control (such as severe weather), parents will be informed as soon as possible and fees may be reviewed at the discretion of the committee.

10. Notice Period

Parents wishing to withdraw their child must provide four weeks' written notice unless otherwise agreed. Fees remain payable during the notice period.

11. Policy Review

This policy will be reviewed annually or when changes to early years funding guidance are introduced.