



Hemingford Grey Preschool Policy: Fees

Date policy was reviewed and Approved:	July 2026
Date for review:	July 2027

Statement

This policy outlines the preschool's approach to fees, ensuring clarity and transparency for parents and carers regarding the payment of fees for childcare services. Our aim is to maintain an affordable and sustainable fee structure while providing high-quality early years education and care.

Scope

This policy applies to all families using the preschool's services. It covers the fee structure, payment terms, procedures for late payments, and any financial assistance available, including government funding.

Fees September 2026 to September 2027

These fees have been agreed by the Hemingford Grey Primary School Governing Body.

	Two Year Olds	Three Years +
Charges per hour 2026-7 9am-3pm Monday – Friday Term Time only	£9.18	£7.13
Optional Starter Pack (settling in session and sun hat)	£40	

Government Funding

- **Free Early Education Entitlement:** We offer government-funded places for children aged 3 and 4, and eligible 2-year-olds. The free entitlement offers 15 or 30 hours per week, depending on eligibility, during term time.
- **Universal Entitlement (15 hours):** All children aged 3 and 4 are entitled to 15 hours of free childcare per week for 38 weeks a year (term time) from the term after their 3rd birthday.
- **Extended Entitlement (30 hours):** Eligible working parents can access up to 30 hours of funded childcare per week.
- **Funding for 2-Year-Olds:** Eligible 2-year-olds may also receive up to 15 hours of funded childcare per week. Eligibility criteria apply.

How Funding Works: Government funding is deducted from your total fees. If your child attends more than the funded hours, any additional hours will be charged at our standard rates.

Parental Responsibilities

- Parents must provide correct funding codes and ID (e.g. birth certificate)
- Those accessing 30-hour funding must reconfirm eligibility before each term by:
 - 31st August (Autumn term)
 - 31st December (Spring term)
 - 31st March (Summer term)
- Failure to reconfirm on time will result in charges for hours above the universal 15 hours

Payment Terms

- **Invoices:** Invoices are issued in advance and cover the upcoming half term's fees. Parent/carers will receive invoices via email.
- **Payment Methods:** Fees can be paid via bank transfer or childcare vouchers. We also accept payments through the Government's tax-free childcare scheme.
- **Due Dates:** All fees must be paid by the due date stated on the invoice (14 days from issue date)
- **Late Payment:** If fees are not received by the due date, the following procedure will apply:
 - A reminder will be sent giving a further 5 working days to pay
 - If fees are not paid by this date, a late payment charge of £50 will be applied to the amount outstanding
 - Continued non-payment will result in the suspension of the child's place until

- the fees are settled in full
- Outstanding fees may be pursued through court proceedings.

Meals

Payments for hot meals are made direct to our catering provider and meals ordered through their online platform.

Late Collection Charges

- Parents are expected to collect their children on time at the end of the agreed session. A late collection charge will apply if children are collected after the agreed time.
 - The charge will be £20 per every 15 minutes or part thereof
 - Repeated late collection will result in a review of your childcare arrangements

Absences and Holidays

- **Planned Holidays:** Fees will still apply during absences
- **Illness and Other Absences:** Fees are still payable if your child is absent due to illness or any other reason. We are unable to offer refunds for missed sessions as staffing and other operational costs remain unchanged.
- **Emergency Closure:** in the event of emergency closure, fees will still be charged in full.
- **Normal Closure:** there are no charges applicable during school holidays, public holidays or training days.

Termination of Childcare Place

- **Notice Period:** If you wish to withdraw your child from the pre-school or reduce their hours, a written notice period of 6 weeks is required. If this notice is not provided, 6 weeks' fees will be charged in lieu of the notice period.
- **Termination by the Pre-school:** The Pre-school reserves the right to terminate a child's place with immediate effect if there are consistent non-payment issues, or if the child's behaviour puts the safety of others at risk. In these cases, any outstanding fees must still be paid.

Financial Assistance

- If families are experiencing financial difficulties, they are encouraged to speak with the Pre-school team in the first instance. We can then consider potential payment

plans or assistance. All discussions of this nature are confidential and approached with sensitivity.

- We are committed to supporting families where possible to avoid disruption to childcare.

Annual Fee Review

- This policy, and the Pre-school fees, are reviewed annually in line with operational costs, inflation and changes to government funding by Hemingford Grey Primary School's Governing Body.
- Parents will be given at least one half-term's notice of any changes to the fee structure outside of the regular annual review.

Complaints and Disputes

Any concerns or disputes regarding fees should be addressed with the Pre-school team in the first instance. We aim to resolve all concerns quickly and fairly. If the issue cannot be resolved internally, parents and carers are encouraged to follow our formal complaints procedure.
