



Play, Learn and Grow Together – Our Passion is Their Future

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Charging Policy

Policy Statement

St Helen's Pre-School provides 47 weeks of the year and all-day care and education for children from 6-months until reception year. This policy outlines how St Helen's Pre-School applies and manages fees, funding, and optional charges in line with the Early Years Foundation Stage (EYFS 2025) and Norfolk County Council funding guidance.

Universal Funding Entitlement

We support all funding entitlement for 3- and 4-year-olds and 2-year-olds (Appendices A, B & C). Universal entitlement is available from the term following a child's 3rd birthday up until they reach compulsory school age, for every child, irrespective of background or family circumstances. Funding entitlement is available for families in receipt of certain benefits. Confirmation of eligibility for funding will be required before commencement for 2-year-old funded places.

Working Parent Funding Entitlement

Working parent entitlement is available for children from 9-months old. To determine eligibility, a parent will need to apply and receive a unique code from HMRC. Written confirmation of eligibility with a code for working parent entitlement must be obtained before the start of the claim period that they wish their child to receive the extended offer. Parents that receive a code after the start date will not be able to access their Working Parent entitlement funding until the following claim period.

Regulations prescribe that children become eligible for early years provision on the dates set out below:

| Born on or Between | Universal Offer from: | Eligibility Code obtained for Working Parent Entitlement | Working Parent Entitlement from: |
|---|---------------------------|--|----------------------------------|
| 1 st April and 31 st August | 1 st September | Before 1 st September | 1 st September |
| | | On or after 1 st September | 1 st January |
| 1 st September and 31 st December | 1 st January | Before 1 st September | 1 st January |
| | | On or after 1 st January | 1 st April |
| 1 st January and 31 st March | 1 st April | Before 1 st April | 1 st April |
| | | On or after 1 st April | 1 st September |

Charging Policy

If parents lose their eligibility for Working Parent Entitlement, a 'Grace Period' will be granted. The grace period enables parents to retain their childcare place for a short period if they become ineligible.

Parents reconfirm their eligibility around every three months depending on when they first applied. There will be three dates attached to each code (only the local authority and provider see these dates).

The 'validity start date' is the date on which the parent has applied and been issued a code. The 'validity end date' is the parent's 'deadline' for reconfirming. Their 'grace period' date is the last date on which they should receive their extended funding place.

Government funding is intended to cover the cost to deliver high quality, flexible childcare only. It is not intended to cover the cost of meals, consumables, additional hours, or additional services.

The funding entitlements will be delivered consistently so that all children accessing any of the funding entitlements will receive the same quality and access to provision, regardless of whether they opt to pay for optional hours.

Procedures

- Ensure our charges are fair and affordable.
- Review all charges annually.
- All parents/carers will be given notice of increased charges in the half term prior to its effective date.
- The primary objective of any monetary increase is made to sustain the Pre-School.
- We will be aware of the charges made by other nursery/ Pre-School providers.
- The government's funding entitlement will be stretched which covers 12/24 hours per week, over 47 weeks, will be maintained at all times subject to session availability.
- Ensure that the childcare we offer is flexible and meets the needs of working parents.
- Ensure parents can easily identify on their invoice what charges are in relation to the additional hours from their funding entitlement.

Child care charges

- Childcare provision will be available from 8.00am to 6.00pm (10 hours), five days a week, over 47 weeks (closing 1 week at Christmas, 1 week at Easter, 2 weeks in August and all bank holidays). All parents will be given a St Helen's Pre-School calendar on admission.
- Government funding can be claimed from 9.00am until 4.30pm, five days a week, over 47 weeks.
- Parents are not obliged to purchase additional hours in order to access funding entitlement.
- The charging policy covers children accessing day care additional to the Early Years Foundation Stage funded education.
- No charge will be made for the Early Years Foundation Stage funded education place of 12/24 hours per week, but parents/carers can purchase additional childcare provision where available.
- Funding can only be claimed for actual attendance. For short term absences (up to four weeks), for example family holiday, sickness, medical appointment etc., funding will not be withdrawn and can be claimed. If a child is absent for longer than four weeks parents will incur a charge of normal rates of sessions missed.
- A charge may also occur to funded children for non-attendance.

Pricing Structure

An itemised invoice (Appendix D) is produced each month clearly showing sessions being charged for and government funding hours. Payment in advance is required for any additional hours over and above the funding entitlement and invoices will be issued alongside funding.

Parents and carers will not be charged a top-up fee to recover income where the setting's hourly rate is greater than the rate we receive from the local authority.

Additional sessions and services will be charged at the current sessional rate where hours are not funded as Early Education by the Local Authority.

Charges for additional services such as trips will be agreed in advance with families.

The sessions we offer as follows:

| Session | Time | Funding Eligibility | Fee (Under 2s) | Fee (2–3 years) | Fee (3–5 years) | Notes |
|-------------------|------------------|--------------------------|------------------|-----------------|-----------------|--|
| Breakfast Club | 8.00am – 9.00am | Not eligible for funding | £10.00 | £8.00 | £6.00 | Optional add-on. Fee-paying only. Includes breakfast (up to 8.45am). |
| Morning Session | 9.00am – 12.00pm | Funding or fee-paying | £30.00 | £24.00 | £18.00 | Snack included. £2 consumables charge for funded children. |
| Afternoon Session | 12.00pm – 4.30pm | Funding or fee-paying | £45.00 | £36.00 | £27.00 | Snack included. Parents provide lunch. £2 consumables if funded. |
| Extended Hours | 4.30pm – 6.00pm | Not eligible for funding | £15.00 | £12.00 | £9.00 | Optional. Fee-paying only. Parents to provide packed tea. |
| Full Day Rate | 8.00am – 6.00pm | Combination of above | £100.00 (£90.00) | £80.00 (£72.00) | £60.00 (£54.00) | 10% discount for full-day fee payers. |

- For parents claiming funding entitlement any absences, planned or unplanned (including sickness or holidays) full fees are payable to retain a child's place at the Pre-School.
- Paying parents not entitled to funding entitlement are able to request a swap due to absence, availability permitting within 1 calendar month.
- Any changes to the above pattern of attendance will require at least 1 calendar months' notice in writing.
- The Local Authority Early Years Funding Parent / Carer Claim Form must be returned each term by the mandatory date as indicated on the form.
- If the agreement is broken, the fees paid are non-refundable.
- Failure to pay your fees may result in the loss of your child's/children's place and the balance of your account being passed over to an outside agency to recover the outstanding fees.
- Payment is by Childcare Vouchers, Tax-Free Childcare and Transfer to Bank. Cash or Cheque are accepted but must be agreed in advance.
- If payment has not been received within 7 working days of the date of the invoice, then the child's/children's place at Pre-School will be at risk.
- Meals will be charged if parents do not supply food.
- Paying parents not entitled to funding are able to request 50% deduction on planned absences in 1 calendar month advance. No refunds will be given.

Charge for Consumables

St Helen's Pre-School applies a Consumables Charge of £2 per funded session to cover additional costs that are not included within government funding (Appendix E). This charge contributes towards essential consumable items, snack provision, creative and sensory materials, outdoor clothing, and enhancements that support the delivery of our curriculum and children's experiences.

The charge also enables us to provide additional enrichment opportunities and maintain effective partnerships with parents, including personalised induction information, progress reports, and individualised meetings.

Where a family is unable to contribute, the Pre-School Manager will offer a confidential meeting to discuss financial support through a Parent Fee Assistance Contract.

All charges are reviewed annually by the Manager and Committee to ensure transparency, fairness, and compliance with Local Authority funding guidance.

Additional fees

- A non-refundable deposit payment of £30 will be required to hold the place for your child once your child's place has been confirmed.
- The deposit is non-refundable; however, this includes a uniform t-shirt and sweatshirt (Appendix F). In the event of any parents who are entitled to early education entitlement and do not request a uniform the deposit will be returned within 6 weeks following the first day of attendance.
- St Helen's Pre-School reserves the right to impose charges for late collection of children or for the non-collection of children up to £6.00 for every 15 minutes, to cover the additional staff costs incurred.

Non-payment fees

- A reminder of non-payment of fees will be sent after 7 working days from date of invoice again offering the option of a payment plan (Appendices G & H).
- If payment is not received or a payment plan is not agreed to, a reminder will be sent by the Manager.
- A letter from the Pre-School Committee will be sent and the child's/children's place will be at risk.
- If payment has not been received after 7 working days of the date of the invoice, then the child's/children's place at Pre-School will be cancelled.
- Payment of unpaid fees will normally be pursued through the small claims court.

Setting Closure

- Refunds will not be made in the event of unexpected closure of the Pre-School, for example, due to extreme weather conditions or damage to premises.
- No charge will be made for closure due to bank holidays, staff sickness, and staff development days.

Policy Review

This policy is reviewed annually to ensure it remains relevant and effective.

This policy has been adopted by St Helen's Pre-School

Signed on behalf of the setting by:

..... Chairperson

..... Manager

Date: October 2025

This policy runs in conjunction with the following policies:

- Admissions
- Complaints
- General Data Protection Regulations (GDPR)

Relevant Guidance and Legislation

- Early education and childcare - Statutory guidance for local authorities
<https://www.gov.uk/government/publications/early-education-and-childcare--2/early-education-and-childcare-applies-from-1-april-2024>

Appendices – Please note appendices are held at the Pre-School, please ask to view

- a) Funding Form
- b) Norfolk County Council Early Education – Information for parents/carers booklet April 2025
- c) Local Authority Funding Agreement <https://www.schools.norfolk.gov.uk/30087>
- d) Invoice
- e) Consumables Parents Information Leaflet
- f) Uniform Order
- g) Payment Plan
- h) Non-Payment letters

St Helen's Pre-School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, students and volunteers to share this commitment.