



**Play • Learn • Grow**

## **Fees Policy**

Parents are expected to notify Manager/ Financial administrator of any queries regarding the Fees policy.

Pre-School fees are due in advance of a term. Parents are notified of the required fees by email using the electronic invoice system. Invoices will show the breakdown of funded and /or fee-paying hours, receipts are issued on receipt of payment. Before and after school club fees are invoiced every term. Payments can be made online using the details provided directly to our bank account, parents can set up a standing order or alternative payment options are available on request.

First Step Pre-school Ltd are registered to receive DfES Nursery Education Grant funding (NEG). Children receive funding from the funding period following their third birthday. Funding periods run from 1 September to 31 December, 1 January to 31 March and 1 April to 31 August. Parents are free to use their funding at any 2 registered settings.

First Step Pre-school Ltd are registered to receive 2-year-old funding. Children receive funding from the funding period following their second birthday. To access this funding parents must apply via the South Gloucestershire website or ask for assistance in advance of their start date.

Some employers offer schemes where fees can be paid through them. E.g. Childcare vouchers. Check with manager/finance.

First Step Pre-school Ltd are able to claim EYPP (Early Years Pupil Premium) for eligible children.

First Step Pre-school Ltd will retain copies of documentation to enable the LA to undertake audits and fraud investigations; however, as per the Data Protection Act 2018, it will be stored securely and destroyed when there is no longer any good reason to keep the data.

Children in receipt of the Nursery Education Grant and 2-year-old funding are entitled to a maximum of 15 hours of funded sessions per week for up to 38 weeks a year. Our term dates are similar to the local primary school dates and are published on our website.

30 hours funding is available to eligible parents. Check eligibility by using the government's Childcare Choices website or the Childcare Calculator. If parents are eligible, they will be directed to the digital childcare service to apply. Parents will provide First Step Pre-school with the unique eligibility code, National Insurance number and child's date of birth, along with their written consent, to enable First Step Pre-school Ltd to verify eligibility and receive future notifications from the LA on the continued validity of the code – parents are encouraged to do this as soon as possible, as they can only start their 30 hours free childcare the term after receiving a decision from HMRC.

Core funded hours are between 9am and 3:15pm. The hourly rate for additional hours is different to funding, see above table and the website for the latest fees.

Before and after school clubs are available for children aged 3 and 4 years. Before school club runs between 8am and 9am. After school clubs from 3:15pm to 4.30pm. 15 hours NEG funding and 30 hours extended funding cannot be used for these clubs. Holiday club can be booked; this is non-refundable after confirmation of place. See table above and the website for the latest fees.

Fees are payable regardless of whether your child attends or not, i.e. holiday or illness. Email confirmation of holidays booked. If an absence lasts longer than 5 days, without any communication from parents we will contact other settings, make a home visit and if necessary, contact the police or ART (Access and Response), see the Attendance Policy. If funding is from South Glos they will be informed of non-attendance and South Glos will decide on future funding, whether First Step Pre-school Ltd can continue to claim.

There is 4 working weeks' notice to withdraw a child from sessions. If notice is not given, we reserve the right to charge fees for a maximum of 4 weeks. This also applies to children in receipt of the Nursery Education Grant and 2-Year-Old Funding.

Non-payment of fees will be dealt with promptly and all arrears should be paid within 14 days of due date; reminder emails will be sent out by the Financial Administrator. If payment is not made before the end of the term, the matter will be referred to the Treasurer/ Chair, this does put a risk that sessions can be reduced or cancelled. Where appropriate the Pre-school will pursue payment through the small claims court.

Fees will be reviewed annually at a committee meeting, or more often if there is a change to the Government funding.

Late collection Fee. A fee of £25 will be invoiced if a child is collected later than 15 minutes without any communication with the Pre-school.

Further information regarding Government funding can be found

<https://www.gov.uk/find-free-early-education>

<https://life.southglos.gov.uk/kb5/southglos/directory/advice.page?id=MhAR11WPSQ0&familychannel=1-3&channel=family>

## Government support

<b>Age 2-3 years</b>	
<b>Families receiving government support</b>	
15 Hours	Now
<b>Working families</b>	
15 Hours	Now
30 Hours	Now

<b>Age 3-4 years</b>	
<b>All Parents</b>	
15 Hours (NEG funding)	Now
30 Hours	Now

## First Step Pre-school Ltd Fees and Funding Summary

	<b>Current fees (April 2025)</b>
Per hour above NEG funding	£6.80
Per hour above 2year old funding	£7.95

Breakfast Club (8am – 9am)	£8.00/ (£10.00 one off)
After school until 4.30pm (Mon – Thur)	£11.50/ (£13.50 one off)
After school until 4.00 pm (Fri)	£8.00 (£10.00 one off)
Holiday Club per day	£45.00

South Glos NEG funding	£5.53
South Glos 2-year-old funding	£7.95

Late fee	£25.00
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This policy was adopted at a First Step Pre-school Ltd meeting