

09 Early years practice procedures

09.01e Prime times – Fee and payment procedure

Little Doves Christian Pre-School is a registered charity aiming to provide a service to local children and families. The pre-school is a non-profit organisation, but it does need to ensure that it does not make a loss at the end of the year. This aim can only be fulfilled if the pre-school has enough income to cover its outgoings. The pre-school is aware of differing family situations and encourage any parent/carer with financial hardship to talk with the manager/deputy.

Payment of fees

Little Doves CP's fees are based on an hourly fee which is available upon request and will be notified to parents/carers in advance of their child starting. The fees may be reviewed at any time and the parent/carer will be informed of the revised amount at least half a term before it takes effect. If the parent/carer does not wish to pay the revised fee, they may end their Agreement with the pre-school by giving 2 weeks' notice, by completing the Notification of Leaving Date form which can be obtained from the pre-school manager.

As part of the parent/carer signing up their child to attend the pre-school, the pre-school asks for a non-refundable registration fee – this covers a child's "build up" visit and administrative set up prior to starting and their child's "Big book of me" learning folder which is passed onto the parent/carer when their child leaves.

Non-refundable registration fee explained:

2 yr old self-paying children	fee
2 yr old funded children (FEEE2) (including if self-paying additional hours)	no fee
3 & 4 yr old universal funded children using only their funded hours (FEEE)	no fee
3 & 4 yr old funded children with additional self-paying hours (FEEE)	fee
Working Parents Funding - 2 yr old children using only their funded hrs (FEEE2W)	no fee
Working Parents Funding - 2 yr old children with additional self-paying hrs (FEEE2W)	fee
Working Parents Funding - 3 & 4 yr old children using only their funded hrs (FEEE 30hrs) (additional self-paying hours i.e. extra hours/lunch club)	no fee

In addition, the pre-school also asks for optional extra/voluntary contributions to enable us to keep the pre-school financially viable. These are:

- Optional extra healthy snack (if preferred, a parent/carer can provide their child with their own healthy snack)
- Consumables voluntary contribution (towards the extra items that the pre-school uses in the day to day activities to provide a child with an enhanced pre-school learning experience, for example, sand, soil and mud kitchen supplies, shaving foam, plants and seeds, lentils, pasta, rice, bubbles etc. Due to Coronavirus adjustments a lot of these sensory experience materials can now only be used once.
- Optional extra contribution towards the external educator (Shining Stars) who visits the pre-school each week.

As part of the parent/carer signing up their child to attend the pre-school, the parent/carer is asked to sign the 09.01f Parent payment agreement form which is given to them on the first visit to the pre-school. This form clearly states the hourly fees, lunch club fees, the amounts for each optional extra and voluntary contribution and the non-refundable registration fee.

In addition, the pre-school also encourages a suggested half termly voluntary donation towards the running of the pre-school.

Fees and optional extras/voluntary contributions are paid on a half termly or weekly basis. The amount payable is calculated each half term by multiplying the hourly rate with the number of hours a child does per week and then by the number of weeks in the half term including any lunch club fees.

For healthy snack and consumables, the optional extra/voluntary contributions are calculated for each day a child attends and for the external educators the optional extra is calculated per half term.

Any reduction in hours/snack/consumables due to afternoon closures/day, for example, Wonky Wednesday afternoons or polling day, are deducted from the invoice/voluntary donation request.

Payments can be made by bank transfer, standing order, cheque or cash and can be made daily, weekly or half termly. The date that payment must be received by is written on the invoice and Little Doves reserves the right to charge interest on the overdue amount 2% above the base rate at the bank if late payment or non-payment persists.

Little Doves CP is set up to receive payments via childcare voucher schemes (e.g. Edenred) and HMRC Tax Free Childcare accounts. More information on how to set up an account can be found on www.gov.uk/tax-free-childcare.

If the parent/carer has failed to pay any fees that are due or is having difficulty paying the fees, then the manager will look to negotiate a payment plan and/or reduce the hours their child attends the setting to stop the bill accumulating. Please see our [09.01g Financial hardship procedure](#).

If the parent/carer has requested additional sessions or has repeatedly been unable to collect their child by the official collection time and the pre-school has, as a result, provided their child with additional childcare facilities, applicable charges will be raised on a separate invoice for payment.

No refund will be given for periods where the place is unfulfilled due to illness or holidays on the part of either party. The pre-school is closed on bank holidays and for 3 training days per year to support the continuing professional development of the staff for the benefit of the children and families. There is no charge for these days. Little Doves CP accepts no liability for other costs which the parent/carer may incur if the pre-school is unable to provide childcare for any reason.

In the event of persistent late collection of a child, the pre-school reserves the right to charge for each additional 15 minutes, or part thereof, on a pro-rata basis.

If the pre-school must close due to local lockdown restrictions, such as, during a pandemic for a prolonged period, parents/carers will be asked if they would like a refund for any hours paid for and not received. This refund is typically taken off the next invoice, however, repayment can be made via bank transfer into the bank account details provided by the parent/carer. Bank account details are kept for 6 months after the

child leaves (in line with the [07.12a Data retention document](#) for Little Doves Christian Pre-School) in case further repayments are necessary.

28/01/25 V1