



## Our Charging Policy

Please respect our charging policy, as the fees charged for Preschool care reflect the safe and stimulating environment the setting provides for children. They also ensure the continued high standards and sustainability of the Preschool.

### 1. Booked Sessions

Preschool provides sessional day care (Monday-Friday) with a morning session (8.45 to 11.45am) and afternoon session (12.15 to 3.15pm). Childcare can only be booked by session and will be charged for or claimed for through the Funded Early Education and Childcare for 2, 3 and 4 year olds government scheme accordingly. We offer an additional lunch session from 11:45am to 12:15pm for £2 a session and can offer the option for a school provided packed lunch or hot dinner for an additional £2 per child per day. Menus are available [here](#).

Sessions are requested on registration by filling out the Booking Form. Each term, parents are asked to indicate their preferences for sessions using their My Child at School (MCAS) account. We will email confirmation once places have been checked.

We require all 2 year olds to attend a minimum of two AM or PM sessions each week and all 3 and 4 year olds to attend a minimum of three AM or PM sessions each week.

This helps children to settle into Preschool, build secure relationships with their key worker and the staff team, and to feel more integrated into the group. This will also help their key worker to gain a more accurate understanding of the children's development.

A registration fee of £15 will be charged on registering your child's place, unless you are only using funded hours.

### 2. Funded Early Education and Childcare for 2, 3 and 4 year olds

**Funded Early Education and Childcare for 2 year olds** is available for children if the family is eligible. This enables us to provide your child with 15 hours of free childcare per week.

The **Universal Entitlement of the Funded Early Education and Childcare** for 3 and 4 year olds enables us to provide your child with 15 hours of free childcare per week in five 3 hour sessions. 570 hours can be claimed in the year from the funding block after your child turns 3. Sessions booked over the 570 hours will be charged for. The **Extended Entitlement of the Funded Early Education and Childcare** for 3 and 4 year olds enables us to provide your child with 30 hours of free childcare per week over 38 weeks (1140 hours) if your family is eligible.

If you have previously claimed funding at another setting, you can start claiming at Meldreth Preschool, after the previous setting has ceased their claim. Fees will be charged until we are able to claim funding.

To claim Funded Childcare for your child, you must complete an [online parental contract](#) stating the number of hours for which you are claiming. Proof of your child's identity and your home address will also be required. You can claim the Funding after your child turns three years old. **The funding blocks start on 1st September, 1st January and 1st April.**

Funding will be claimed based on your child's booked sessions (even if your child does not attend due to illness, holiday, emergency closure or any other absence). All sessions are staffed according to the

children's booked sessions and have to continue in this way whether a child can attend their booked sessions or not.

Please ring the Preschool if your child is ill or absent. If you have booked a holiday, please confirm the dates beforehand in writing (email/letter).

### 3. Fees

Fees are charged on a termly basis for any sessions booked that are not claimed through Funded Childcare.

Please refer to the [fee structure on our website](#) for current fees per session (including sessions booked over the Funded Early Education and Childcare for 2, 3 and 4 year olds).

There are no discounts for siblings.

Ad-hoc sessions can be booked (written/email confirmation required) where there is excess capacity (based on our staff:child ratios for booked sessions) and this differs each day. The sessions will be filled on a first come first served basis providing the correct ratios can be maintained. Ad-hoc sessions can only be confirmed less than 4 weeks in advance, to prioritise keeping the space free for any new starters. Ad hoc sessions will be charged at the usual session price (funding cannot be used for these sessions). Additional sessions will be added to your MCAS booking system and any outstanding balance will appear in your account. If this becomes more regular you may be asked to commit to the session long term as with the other sessions you currently have.

### 4. Payment of fees

Fees are due when confirmation of your preferences is made via email or on MCAS and are non-refundable due to our overheads. Preschool cannot refund any sessions missed due to illness, holidays or for emergency closures. When there is a trip out, fees are still payable and will not be refunded due to ongoing overhead costs. Refunds will only be given in exceptional circumstances at our discretion.

Fees can be paid via card on MCAS or an employer's childcare voucher scheme by half-term.

No further debt will be allowed to build up. In exceptional circumstances, Preschool reserves the right to deny the child access to their Funded future sessions until any debt has been cleared.

If you are experiencing difficulties in the paying of fees please contact our Finance Manager and we will do our very best to come to an agreement regarding payment. Confidentiality will be assured.

### Help with paying for your childcare:

Please visit [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) for information about help paying for childcare including Funded hours for 2, 3 and 4 year olds – **Universal Entitlement** (15 hours per week of free childcare) or **Extended Entitlement** (30 hours per week of free childcare), tax-free childcare, tax credits for childcare, universal credit for childcare, childcare vouchers and support while you study.

Fees are reviewed annually in May and any increase is communicated to the parents in July for a September start.

### 5. Refund of fees

There will be no refund for sessions missed due to illness, holidays, for emergency closures or any other absence. All sessions are staffed according to the children's booked sessions and have to continue in this way whether a child can attend their booked sessions or not. Please ring or text the Preschool if your child is ill or absent. If you have booked a holiday, please confirm the dates beforehand in writing (email/letter).

## **6. Late collection penalty charge**

If you are late collecting your child from Preschool a late collection penalty charge of £15 will be applied at the school's discretion.

## **7. Notice periods for Funded Early Education and Childcare and invoiced sessions**

### **Increasing your child's sessions**

We require four weeks' notice, in writing (email/letter), of your intention to increase your child's sessions at Preschool, however we will do our best to accommodate this as soon as possible.

### **Changing your child's sessions**

In order to avoid disrupting the stability of the setting, the children and the staff:child ratios, temporary swapping of sessions within the setting cannot be accepted. If extra sessions are required (in addition to those booked), ad-hoc sessions will need to be booked. If you intend to swap your sessions on a long term basis, we require four weeks' notice, in writing (email/letter), however we will do our best to accommodate this as soon as possible.

### **Reducing your child's sessions**

We require four weeks' notice, in writing (email/letter), of your intention to reduce the number of sessions your child attends at Preschool. You will still be charged for your child's booked sessions and/or Funded Early Education and Childcare will be claimed during the 4 week notice period.

### **Withdrawal from Preschool**

We require four weeks' notice, in writing (email/letter), of your intention to withdraw your child from Preschool. You will still be charged for your child's booked sessions and/or Funded Early Education and Childcare will be claimed during the 4 week notice period.