



Fees Policy

Overview

Trull Saplings Preschool operates a service which is fair and competitively priced. We aim to offer a high-quality service, in a safe and stimulating environment where the needs of individual children are met. Our opening times are as follows: **Term Time Only**

- Monday 9:00am to 1:00pm or 9:00am to 3:00pm
- Tuesday 9:00am to 1:00pm or 9:00am to 3:00pm
- Wednesday 9:00am to 1:00pm
- Thursday 9:00am to 1:00pm or 9:00am to 3:00pm
- Friday 9:00am to 1:00pm or 9:00am to 3:00pm

Our opening hours through the week cover a total 28-hours of childcare.

If you can only claim up to 15hours funding but you would like to use our above-mentioned sessions in A above, additional charges will apply to the unfunded hours that you would like to use. Otherwise please see the sessions table below, for sessions up to 15hours ONLY funded combination options.

For 2-year-old supported Funding, 2-year-old 15hour Early Years Entitlement (EYE) and universal (15 hours) funding can be claimed against these options:

Day	Morning session (AM-3hrs)	All Day Session (AD-6hrs)
Monday	9:00am to 12:00pm	9:00am to 3:00pm
Tuesday	9:00am to 12:00pm	9:00am to 3:00pm
Wednesday	9:00am to 12:00pm	
Thursday	9:00am to 12:00pm	9:00am to 3:00pm
Friday	9:00am to 12:00pm	9:00am to 3:00pm

*We are only open until 1:00pm on Wednesdays

To make use of the full 15-hour government funded hours per week, sessions can be booked as follows:

Any 2 (two) All day sessions and 1 (one) Morning session

Or 1 (one) All day session and 3(three) Morning session

Or 5 (five) Morning sessions

To access any of the funding, you must provide the correct documentation, within the required time period. If you fail to do so, we will be unable to claim the funding, and so you will be charged the normal hourly fee rate.

Please refer to **Early Years Entitlement Funding Policy** for more information.

Our fees from April 2024, for unfunded hours children or children claiming over and above the allocated funded hours are:

Chargeable Age	2-Year-olds	3- & 4-year-olds
Hour Rate	£ 7.20	£6.10

All charges will be clearly shown on your half termly electronic invoice, these will be sent out at the beginning of each half term and payment will be required within 2 weeks of issue.



Payment Options

Fees are payable by Bank Transfer and Childcare Vouchers. We accept the following Care4, Edenred, FairCare, Computershare, Fideliti and KiddiVouchers. We also accept Tax Free Childcare vouchers. Payments by other methods (cash/cheque) are welcome but will incur a processing charge of £2.50.

The aforementioned £2.50 processing charge will be added to all accounts who have opted out of paying via Bank Transfer or Childcare vouchers (including Free Entitlement-only places). The Preschool are in receipt of Early Years Entitlement Funding for three- and four-year-olds and we are also eligible to receive funding for 2-year-olds.

If you receive Working Tax Credit you may be able to get help towards the cost of childcare. For further details or an application form contact the tax credits helpline on 0345 300 3900 or visit the HM Revenue & Customs (HMRC) website: www.gov.uk/working-tax-credit

To help us manage our costs and to deliver the Free Entitlement completely free of charge, all parents will receive invoices electronically; unless a parent has specifically asked to receive their invoice by post this will incur a charge of £5 per half term to cover additional costs for this service (this includes Free Entitlement-only places).

Late Payments

All sessions must be paid for on time. Fees that are not paid within 14 days of the date that the invoice is issued a reminder will be sent to the parent/carer via email for fees to be paid within 7 days upon receipt of this notice, if this payment is missed they will be subject to late payment charge of £10. If fees continue to be outstanding your child's placement may be withdrawn and proceedings through the small claims court will be instigated to reclaim the outstanding amount. Please refer to our **Non-Payment of Fees Policy**.

A Standing Order will be set up to ensure payments are made on a weekly/monthly basis, this payment will be written in a payment plan agreement which the Parent and Business Manager will sign. If outstanding fees are continually deferred the Preschool will have no other option but to take further action, please refer to our **Non-Payment of Fees Policy**.

Missed sessions

If your child misses a session due to illness or a family holiday, that session must still be paid for as the Preschool is keeping his/her place open. The case of continuing illness, please inform the Preschool as soon as possible in order to put an appropriate action in place either by telephone **07577 777323** or email info@trullpreschool.co.uk

In the event of any closures, we will not charge parents any fees for the period of closure. (e.g.: bank holidays, inset days or if we must close due to an emergency).

Changing hours

To request a change to your child's sessions, please email your request to the Business Manager, comfortsmithson@trullpreschool.co.uk. We require 4 weeks' notice to reduce your child's sessions. The sessions your child attends can change immediately but you will be charged for the 4-week notice period, and any EYE funding will be claimed.

We will try to accommodate a request to increase your child's hours as quickly as possible, depending on session availability. A separate invoice will be issued if appropriate. If a child is not accessing their agreed entitlement hours for prolonged periods of unexplained or unplanned absence, we will contact the County Council to discuss if funding should be reduced.

In the case where your child will be leaving the setting, we will require one month's notice. If this notice is not given, we reserve the right to invoice you for this period.

Ad Hoc Session Requests

We will try to accommodate requests for one-off sessions providing there are spaces available in the required session. In such a case, please email your request to the Business Manager, comfortsmithson@trullpreschool.co.uk. These sessions will be chargeable at the usual hourly rate.

In cases where a parent has not used their Early Years Entitlement (EYE) funding for the period, we will endeavour to reclaim the funding from the County Council on an EYE adjustment at the end of the period. If this is not possible, an invoice will be issued to the parent.

Late collection/Pickup

Please refer to our **Punctuality Policy** regarding late collection of a child.

Terminating a child's place

In the event of unacceptable behaviour from parents/carers we can terminate a place without providing any notice. We may terminate a child's place in cases of non-payment of fees, after following the non-payment of fees procedure. Please refer to our **Non-Payment of Fees Policy** regarding non-payment.

In all other cases, if we need to terminate a child's place, we will give you 4 weeks written notice.

Persistent non-payment of fees will result in the loss of your child's place at the Preschool. (This will not apply to Funding Entitlement places although if your child's hours exceed your funding entitlement then their hours will be decreased to the maximum funding you are entitled to)

Fee Reviews

We review our fees on a regular basis. Any fee increases are done in line with other similar settings, to ensure we can cover our costs and ensure we are able to meet our statutory requirements. We will inform existing parents/carers by email about changes to fees with at least 4 weeks' notice. In the event of fee changes, we will update the information in all the relevant places, including this fees policy, prospectus, website.

If there are any problems concerning payment of your fees, please speak to the Preschool Business Manager immediately; all information discussed will be kept confidential and the Preschool will do our best to arrange a payment plan with you. Please refer to our **Confidentiality Policy**.

Linked Policies

Our fee policy links directly with the following other policies within our setting:

- Confidentiality policy
- Early Years Entitlement Funding policy
- Emergency policies – emergency closure, fire safety, intruder
- Non-attendance policies – sickness, continued absence
- Non-collection policy
- Non-payment of fees policy
- Privacy policy
- Punctuality policy

This policy was agreed by the Trull Saplings Preschool Committee in January 2025 and will be reviewed in January 2026.