

PARKSIDE PRE-SCHOOL

Pricing Policy

At our pre-school we believe in open communication with all our parents and staff. We set our policies and charges in consultation with our service users, and this pricing policy is presented to ensure that our charging structure is fully understood.

Pre-School fees

Prices from September 2025 are as follows:

£7.50 per hour

3 hour session 9.00am -12.00pm

3 hour session 12.30 – 3.30pm

Funded 3 and 4-year-olds

If eligible for 2-year-old funding

Non-funded £22.50

Non-funded £22.50

15 or 30 hours pw FREE (from the term after 3rd birthday)

15 or 30 hours pw FREE (from the term after 2nd birthday)

Free Early Education Entitlement

The government currently provides free education places for all 3 and 4 year olds from the term following their third birthday. Each eligible child is able to attend up to 15 hours per week free of charge. Some 3 and 4 year olds with working parents will be eligible for 30 hours free childcare per week. Many two-year-olds are also eligible for funding, either 15 hours for families receiving some forms of additional support, or 30 hours for some children of working parents; we are able to provide further information on this and assist with checking eligibility. Parents/carers will be asked to sign a parental declaration form and provide a copy of the child's birth certificate or passport. Information on the funded models we provide is attached as an appendix.

Illness

Fees must still be paid if a child is sick. We still need to charge the full fee to cover our costs.

Absence and holidays.

We understand that unforeseen circumstances can lead to absences. However, we need to charge the full fee to cover our costs. If you are planning a long absence please speak to the Pre-school Manager to agree a mutually suitable strategy. Funded children who are away for over two weeks without adequate cause could jeopardise their funding from the local authority. Fees are not due on days that the Pre-School is closed.

Snack Money

A voluntary contribution of £1.00 per week is made towards the cost of providing a healthy snack and drink for each child. The charge is payable each week on the first day your child attends or £5 can be paid in full at the beginning of term. Please ensure you keep up with this payment, which should be made in cash. Failure to do so is unfair to those parents who pay promptly.

Lunch Club

A Lunch Club is held on Mondays, Tuesdays, Wednesdays, Thursdays and occasional Fridays, from 12.00pm to 1.00pm, at those times when the Pre-school is running afternoon sessions. Funded children will not be required to pay if this falls within their funded hours; the payment for any other children is £7.50 per day.

Visits, parties

When we hold parties, such as at Christmas time, we may make a special charge to cover the costs. We will inform parents well in advance of what this will be. All children are invited to attend these events.

Payment terms

Pre-School fees are either payable half termly in advance or by arrangement with the administrator they may be paid weekly on the first day your child attends that week. Fees should not be allowed to go into arrears. Payments should be made directly into the Pre-school's bank account (with description FEES and child's name), but exceptionally can be paid by cheque or cash. We also accept childcare vouchers. Details of the amounts due will be sent out at the beginning of each half term.

Payment difficulties

If a family has difficulty making payments they should discuss this with the Pre-School Manager or the Administrator at the earliest opportunity.

Non-payment

If a family does not pay the Pre-School fees within the terms laid out above then the Management Committee will be informed. A letter will be sent to the family giving details of the payment due. If payment is still due one week after the reminder letter has been sent and no payment arrangements have been agreed, the Pre-School reserves the right to take legal action, pursue the debt and re-allocate the Pre-School place.

Late Collection

Continual lateness in collecting children cannot be tolerated, as this causes distress to a child and can be very unsettling. There will be a charge of £3 for each 5 minute period after finishing time if this happens on a second or subsequent occasion without an adequate reason.

This policy was adopted at a meeting of	Parkside Pre-school Management Committee
Held on	4 July 2025
Date to be reviewed	July 2026
Signed on behalf of the management committee	
Name of signatory	Amanda Hooker
Role of signatory (e.g. chair/owner)	Chair of Management Committee