



## St John's Preschool – Policies and Procedure

### Fee Policy for Parents

We aim to make our fee structure as clear and easy to understand as possible, especially regarding the Government's Early Education and Childcare Funding. This policy is in line with the statutory guidance from the Department for Education (DfE).

#### Part 1: Government-Funded Childcare Entitlements

The Government provides funding to cover the cost of early education and care. This is often referred to as 'free' childcare, but the funding is an hourly rate paid to the provider, which is intended to cover the core cost of a place.

#### What the Government Funding covers

The Government funding you receive for your child is intended to cover the core costs of providing a high-quality, flexible, early education and care place for the number of funded hours you claim.

This includes:

- \* Staff wages for the delivery of the Early Years Foundation Stage (EYFS) curriculum.
- \* Basic learning resources and equipment necessary to deliver the funded hours.
- \* The general running costs of the setting during the funded hours.

#### What the Government Funding does not cover

The Government's hourly funding rate does not cover the cost of everything involved in delivering a full day of childcare. Therefore, we may charge for additional services, goods, and hours that fall outside your funded entitlement.

The DfE has confirmed that the funding is not intended to cover the cost of:

- \* Meals and snacks (e.g., lunch, breakfast, healthy snacks).
- \* Consumable items (e.g., wipes, sun cream, art/craft materials used in high



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volume).

\* Additional hours of childcare outside of their funded entitlement (e.g., if a session is longer than your funded hours).

\* Additional activities or services (e.g., external local trips, specialist classes like Tiny Beats, Dance Classes, Party Entertainment, extra resources outside the standard curriculum).

\*\*We will not charge mandatory top-up fees. \*\*

### Part 2: Voluntary Contribution (Optional Charges)

To maintain the high quality of our provision and offer a rich, varied experience for all children, we may ask for a voluntary contribution from parents/carers accessing Government-funded hours. Crucially, this contribution is always optional, and not a condition of securing or keeping a funded place.

#### Voluntary Contribution for Consumables

This covers the cost of items used daily that are not included in the Government funding. This charge is voluntary, and you are given the option to provide your own equivalent items. These items must be in line with our current policies and not differ to what Preschool provides for the other families.

#### Voluntary Contribution for Additional Activities

This contributes to the cost of enhanced activities provided above the statutory EYFS requirements (e.g., specialist music classes, gardening equipment, educational visitors). This charge is voluntary, and your child will still receive the full Government-funded early education and care, and will not be excluded from any session or activity unless the activity is a specific optional extra covered by the voluntary contribution (e.g. Tiny Beats, Party Entertainment, Dance Classes)



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Our Voluntary Contribution is currently £2.20 per session (Sessions 9-11:45 and 12:30- 15:00)

The contribution currently covers-

Waste Disposal

Wipes

Healthy Snacks

Enrichment Activities outside of the standard curriculum

Tapestry- Online learning journal

You will be provided with an itemised invoice that clearly separates the cost of the funded hours from any charges for additional hours, services, or voluntary contributions.

\* If you choose not to pay a voluntary contribution, we will discuss and agree with you a practical arrangement for you to provide your child's snacks for their time at the setting and other external costs.\*

### Part 3: Private Fees (Non-Funded Hours)

Any childcare hours taken that are in addition to your child's Government-funded entitlement will be charged at our standard hourly or sessional rate.

#### Additional Hours

These are any hours booked that exceed your funded entitlement per week. These are charged at our private hourly rate of £8 per hour.

#### Non-Funded Days/Sessions



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If your child is under the eligible age for funding, or you do not claim the funded entitlement, all hours will be charged at our private hourly/sessional rate.

### Deposits & Registration Fees

We do not charge a registration fee or deposit. place, it MUST be refundable.]]\$ |

### Payment Terms:

- \* Invoices for private fees and optional charges are issued every half term
- \* All private fees and optional charges must be paid before the end of the half term in which they were issued
- \* Failure to pay private fees or agreed voluntary charges may, after consultation, lead to the termination of your child's place for the non-funded hours/extras, but will not result in the loss of your free entitlement place.

### Key points for Parents

1. Funded Hours are Free: Your 15/30 hours of entitlement cover the core cost of early education and care. You cannot be charged a mandatory fee for accessing these hours.

2. Charges Must be Voluntary: Any charges for extras like snack, consumables, or additional activities must be optional. You must be given a free alternative (e.g, bringing your own packed supplies).

3. Transparency is Key: Your invoice will clearly separate the funded hours from any hours you pay for privately and any optional charges/contributions.

If you have any questions or concerns about this fee policy, please speak to Emily Spurr (Preschool Manager)

This policy was adopted by

St Johns Preschool

On

17<sup>th</sup> October 2025



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Date to be reviewed	17 <sup>th</sup> October 2026
Signed on behalf of the provider	<u>E L Spurr</u>
Name of signatory	Emily Spurr
Role of signatory (e.g. chair, director or owner)	Manager and DSL