

Muddy Boots Pre-School CIO

Information and Records - Charging



Review Date:	SEE COMMITTEE POLICY REVIEW SCHEDULE
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Information and Records

Charging

This document fulfils the requirement of the 1988 Education reform Act, which requires a Pre-School setting to state a policy on charging for Pre-School fees and related activities.

Statement

Fees are charged to reflect the safe and stimulating services the setting provides for children and to ensure the continued high standards and sustainability of the Pre-School. Parents and carers are asked to respect this policy in relation to fees.

Invoicing

From November 2025 parents will receive more detailed itemised invoices. These will clearly separate free childcare hours from additional paid hours. Other additional costs, such as snacks, consumables, and activities will be clearly shown as an optional payment. The goal is to ensure parents understand what their funded hours cover and what they are paying extra for.

Funded Sessions

Early Years funding is available to children who are 3yrs before 31st March, 31st August & 31st December on a termly basis.

Funding for children who are 2 years old is also available and is subject to an eligibility check through <https://www.beststartinlife.gov.uk/>

There is up to a maximum of 30 hours of Government funded sessions per child which can be claimed for and the Pre-School will provide a declaration for the parent/carer to complete. These sessions can be claimed for from this or any combination of Early Years settings.

Payment of Fees

Fees are to be paid in advance termly unless other arrangements are agreed with the Committee. Payment may be card, direct bank transfer, childcare vouchers or through a Tax-Free Childcare account.

Fees continue to be payable if a child is absent without notice or for a short time. In cases of prolonged absence, parents should consult the Committee about fee payment. Any child whose fees become in arrears for a prolonged period without reasonable prior agreement with the Committee will have his/her sessions cancelled.

Fees will be reviewed as and when by the committee, and at least annually.

Snacks/consumables

Parents will be invited to make a voluntary contribution towards the purchase of snacks and consumables. The current suggested contribution is £1.50 per child, per session, and is detailed further on our website page "Opening Hours, Fees and Funding".

Late Collection Fees

Where there are 3 occasions or more where a child is collected late at the end of their session, an extra charge will be made. Each subsequent late collection will incur a full hourly rate.

CURRENT PRICE LIST

Current pricing for sessions is available on our website.

Concessions for trips

The Pre-School Committee do not wish any child or family to be excluded from any event on financial grounds alone. Concession arrangements will be made for families with more than two children attending any one event or trip and for children in receipt of EYPP (Early Years Pupil Premium). These arrangements will be made in confidence by negotiation with the Pre-School Manager and Committee.

Curriculum Materials

The Pre-School will aim to meet the costs of all materials used by children in accessing the Curriculum. Voluntary contributions may be asked for special events such as “recipe weeks” where resource costs could prove to be an inhibiting factor.

Deliberate Damage

The Committee may ask contributions towards replacing lost or damaged books or resources. Parents are liable for replacing or making good deliberate damage to fabric in the setting.

Help Available:

Childcare Tax Credits

If you are currently paying childcare fees on top of your free childcare entitlement, you could be entitled to up to 85% off the cost back through Childcare Tax Credits (subject to certain criteria).

For more information contact the tax credits helpline on 0800 328 5644 or visit

www.gov.uk/universal-credit

Childcare Vouchers

If you are working, you could get part of your childcare paid in childcare vouchers. Vouchers up to a limit of £55 per week are free from tax and national insurance. It can save employees too. Ask your employer if they are registered and if not encourage them to do so. For more information, contact the Families Information Service at

www.westnorthants.gov.uk/families-information-service-fis