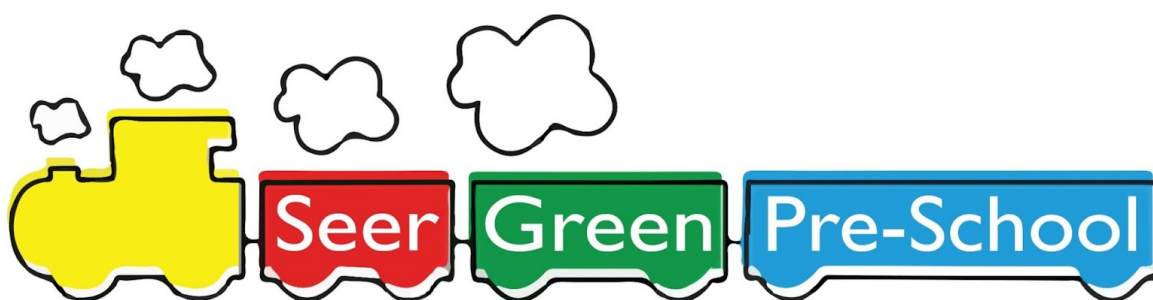




13. Fees and Funding Policy

Aims of Policy

This policy aims to specify the process around payment of fees and the funding available. Whilst we make every effort to support parents with funding, including support completing the forms, it is the parents' responsibility to be aware of the funding they can receive and ensure their applications are submitted appropriately.

This policy has been split into two sections: the first section, '[Funded Only](#)', is applicable to children only attending funded hours with us, and not purchasing any private hours on top. The second section, '[Private Hours](#)' applies to children who purchase private hours with us, either on their own or on top of their funded hours. You only need to read the section relevant to you.

Funded Only

Fees

There are two stages of fees payable to the Pre-School:

1. An admissions fee.
2. Ongoing and voluntary fees for your child's attendance at the Pre-School.

Each of these fees is outlined in more detail below. All fees are subject to an annual review.

All fees are payable within the terms sent out on the invoice, which is typically 14 days from the issue of the invoice. There are 6 invoices throughout the year and they are sent at the beginning of each half term, for that specific half term that has just commenced. They are sent:

1. At the start of the autumn term in September
2. After October half term
3. At the start of the spring term January
4. After February half term
5. At the start of the summer term in April
6. After May half term

You will see that your invoices are itemised, detailing the hours/service and the fee charged.

If you receive funding or have any concerns with the fees outlined in this document, please speak to the Operations Manager.

Admissions fee

We do not charge to be on our waiting list and you can put your child's name down as early as you like. We do recommend being on the waiting list well in advance as spaces can fill up very quickly. Once your child has been offered a space and you have decided to accept we will ask for a refundable admissions fee of £100. This secures your place/sessions until your start date and includes a home visit, stay and play session, tote bag and comfort book that your child will have prior to starting.

This will be refunded to you within 6 weeks of your child starting with us. However, please note that if you withdraw your child's space without notice, we would retain this to cover the loss of funding we would have received.

If parents/guardians feel this fee is in any way a barrier to registering their child, they should contact us to discuss their options.

If parents/guardians pay the admissions fee and accept their child's place but their child does not start with us for any reason, the fee is non-refundable. 6 term term-time weeks' notice must be given if you no longer wish for your child to start with us. Pre-School holiday periods do not count towards the notice period.

For example, a child due to start with us in September once the autumn term commences would need to give notice 6 weeks **before** we close for the summer holidays.

Ongoing Fees and Voluntary Fees

- An **hourly rate** of £8.75 is payable for sessions which aren't funded by the government.
- An **admissions fee**, as detailed above.
- A voluntary **activities/consumables fee** is payable by all for each session, regardless of whether the session is funded or not. At Seer Green Pre-School, part of what makes our offering so appealing is the extra curricular activities that we provide to the children on a regular basis. Some of these included but not limited to are: Friday forest activities, seasonal baking, activities at Christmas, Mothers and Fathers day activity and gifts, planting in our allotment, cookery, Christmas party with an entertainer, nativity, sports day, etc. To enable us to do these, we ask for £1.40 per session that your child attends if they are in our older cohort, and £1.15 per session if they are in our younger cohort. The older cohort fee is higher as the older cohort partake in more activities than the younger cohort, such as Friday forest activities. The fee is voluntary and no child will be excluded if parents are unable or unwilling to pay, however if we do not receive enough contributions then we will need to reassess what we are able to offer.

The government funding rate is not intended to cover meals, consumables, additional hours or additional activities.

These activities are a significant cost to us each year. As a not-for-profit charity, our fees are calculated purely to cover our costs.

The fee of £1.40 or £1.15 per session will be added to your half termly invoice, unless you get in touch with us at seer.green.preschool@gmail.com to opt out.

- A voluntary **snack fee**. Our morning and afternoon snack times consist of a high quality, nutritious snack. We pride ourselves on this part of the day, as it promotes healthy eating and gives children the chance to try new foods, where they can choose from a selection from what we have on offer. This is also a time where they can learn social skills from each other, as they sit around a table facing each other.

The foods we have on offer are a selection from the following: Raspberries, apples, bananas, oranges, grapes, blueberries, melon, carrots, cucumber, cheese, breadsticks, rice cakes, milk (all allergies are taken into consideration).

The snack fee is 75p per session, and this will be added to your half termly invoice unless you get in touch with us at seer.green.preschool@gmail.com to opt out.

If you would like to opt out of the snack fee, you will be required to send in a morning and afternoon snack for your child, alongside their lunch. We must

emphasize how important it is for the snack to be healthy and only consist of fresh fruit or vegetables. As with our lunch policy, items on our allergy list must be adhered to at all times. If you have opted out and you do not send in a snack for your child, our snack fee will be added to your invoice.

- A voluntary **yoga fee**. We are fortunate enough to have yoga instructor Sam from [KYMM](#) Yoga coming in on Thursday afternoons to provide a yoga class for the children. This class is hugely popular with the children, and we feel that it is great for the children's wellbeing.

The class is heavily subsidised, and to cover the cost a weekly contribution of £1.50 per week will be added to your invoice if your child attends on a Thursday PM. There is no obligation to contribute, and no-one will be excluded if you are unable to contribute, however if parents are reluctant to support this activity it may have to be cancelled if costs cannot be covered. If you are unable to contribute then please get in touch with us at seer.green.preschool@gmail.com to opt out.

We have very favourable staff:child ratios, operating at well above the legal requirement, which we believe offers a better experience for our children. This also enables us to offer many of these additional activities, which, if we only operated with the legal requirement as many other settings do, we would be unable to do.

Due to being a not-for-profit charity, we regret that we cannot offer a sibling discount.

Funding

“Government funding is intended to deliver 15 or 30 hours a week of free, high quality, flexible childcare. It is not intended to cover the costs of meals, other consumables, additional hours or additional services.”

We recommend that all families visit <https://www.childcarechoices.gov.uk/> to view the types of funding on offer, and to check eligibility.

Government funding can be used at our setting between 08:50 and 15:10, Monday - Friday, and for our younger cohort between Monday - Thursday.

A signed parent/provider agreement must be in place for us to claim funding. We will provide parents with all necessary paperwork.

We accept the following funding types for all sessions (except Friday only):

Funding for 3 and 4 year olds

All 3 and 4 year olds are eligible for universal funding from the term following their third birthday until they start school. This entitles parents to claim 15 hours of funding for their child.

Working parents entitlement funding

Some working parent families may be eligible for 15 hour funding for their 2 year old (increasing to 30 hours from September 2025), and 30 hour funding for their 3 & 4 year old. Please note that as children can start with us from the age of 2.5 years old, we do not accept funding for children under the age of 2. For more information, to check eligibility, and apply, please see the following links:

<https://www.childcarechoices.gov.uk/>

<https://www.childcarechoices.gov.uk/how-to-apply-for-30-hours-childcare/>

Funding for 2 year olds of families who receive some additional government support

The government provides Free Entitlement Funding (FEF) to some 2 year olds. For more details and to see if you are eligible please refer to these websites:

<https://www.childcarechoices.gov.uk/15-and-30-hours-childcare-support/additional-support>

<https://familyinfo.buckinghamshire.gov.uk/childcare-and-early-years/paying-childcare/2yo-funded-childcare/>

For funding purposes there are set dates to define term times:

Three-year-olds born between:	Eligible for full funding from:
1st Apr and 31st Aug (inclusive)	The start of the autumn term following their 3rd birthday
1st Sep and 31st Dec (inclusive)	The start of the spring term following their 3rd birthday
1st Jan and 31st Mar (inclusive)	The start of the summer term following their 3rd birthday

Eligible working parent funding can be applied for on <https://www.childcarechoices.gov.uk/>

- It is the parents' responsibility to apply for the Eligibility code before the fixed deadlines 31st March, 31st August and 31st December and to reconfirm their codes every three months.
- Families remain eligible at a current setting if they fall into their grace period, but cannot start with a new setting until their code has been reconfirmed and prior to the cut-off date.
- New or lapsed codes will show as eligible once confirmed but cannot be claimed for until the next cut-off date. E.g. A new code confirmed on 2nd January may show the child as eligible, but it has missed the cut-off date of 31st December and cannot be used until the Summer term.
- Codes can only be used for the term after a child becomes eligible and cannot be used once the child has started at reception in school.

Should a younger child only take up the minimum session requirement (two mornings and two afternoons Monday - Thursday), this would only equate to 12 hours (unless they were taken as full days, then this would equate to 12 hours and 40 minutes due to the two 20 minute periods between sessions). Any funded hours which are not used at the Pre-School can be used at another setting. If you do so, please keep us informed.

An older child taking the minimum session requirement (two mornings and two afternoons Monday – Thursday plus a full day Friday), would attend 18 hours and 20 minutes (or 19 hours if three full days due to the three 20 minute periods between sessions). If you wish your child to only attend for the 15 hours of funded entitlement, one of the Monday – Thursday sessions would have to be dropped to meet this in accordance with the above notice period.

If the minimum session requirements will take your child over and above their funded entitlement hours and you do not wish to exceed these, then please get in touch with the operations manager and we can discuss your options with you.

The extended free childcare entitlement for working parents of 3 and 4 year olds will provide eligible parents with a total of 30 hours of free childcare per week, over 38 weeks. While we can offer your child the full 30 hours at Pre-School if they are an older child, if they attend 5 full days with us this would take them over 30 hours as this would total 31 hours and 40 minutes. If you wish to keep within your 30 hour funding, you have the option of collecting your child from Monday-Friday at 14:50 each day, instead of the usual finish at 15:10. If you are happy to exceed your 30 hours of funding, then the extra 1 hour and 40 minutes per week will be invoiced at our hourly rate which is currently £8.75.

We are unable to offer children in our younger cohort who are eligible for 30 hour funding their full entitlement with us. The maximum amount of hours that can be claimed are 25

hours and 20 minutes per week. This is because our younger cohort can attend between Monday-Thursday and if they attend each of these days as a full day this equates to 25 hours and 20 minutes. Once they move to our older cohort and attend on a Friday as well, we are able to accommodate this (please see the paragraph above).

You may choose to divide your child's funded hours between settings, if you wish to do this please ensure that you have read the terms and conditions of the funding on offer from the government and make sure that each setting is aware.

Friday-only Children

If we have availability on a Friday following take up by the children already in their final year at the Pre-School, this will be offered out to children in their final year before commencing primary school who do not attend the Pre-School. They would only attend this session each week. The admissions fee is still applicable in this case. Please note that we do not accept Universal or Extended funding for Friday only children and our hourly rate will apply.

Additional and Short-term Extra Sessions

Additional sessions are sessions that are taken up on a permanent basis part way through your child's time at Pre-School should such sessions become available. If these sessions are taken up part way through a term you will not be able to use funding for the new sessions for the rest of that term. However, you will be able to use funding for the new sessions from the following term onwards.

Short-term extra sessions are those signed up for typically for half a term or a term, in advance, should such sessions be available. These are not guaranteed for the child for the full time they attend the Pre-School, but only for the agreed amount of time. Funding cannot be used to pay for these sessions.

Ad-Hoc sessions are sessions that we have available typically at short notice which can be signed up for up to a week in advance. Please note that funding cannot be used for ad-hoc sessions and our hourly rate will apply. You can request ad-hoc sessions via the Famly app.

The Operations Manager should be contacted for information regarding any additional sessions.

Fees for additional sessions, short-term extra sessions and ad-hoc sessions will be invoiced at our current hourly rate. Failure to pay for the session(s) will result in the session being offered to the next child on the waiting list.

Should parents and carers have any concerns regarding fees, please get in touch with the Operations Manager (seer.green.preschool@gmail.com) and we will do our best to support any family who wishes to attend and feels fees may prove a challenge to their child doing so.

Afternoon Adventurers (Extended Hours)

We offer extended hours on a Tuesday, Wednesday and Thursday from 15:10 - 17:00, and this provision is called Afternoon Adventurers.

This is led by our own experienced staff, and is available exclusively for our Pre-School children who are over 3 years old.

The children will be able to enjoy a planned adult led activity, such as mask making or a dance competition. They will also have access to other activities and resources, some of which are exclusive to Afternoon Adventurers.

As the children have a snack at approximately 14:45, we do not provide any food during Afternoon Adventurers, but if you wish for your child to have a snack during this time then please provide this in a separate, labelled container.

Funding cannot be used for Afternoon Adventurers, and the cost is £15 per day, which will be added to your itemised invoice each half term.

To sign up, please get in touch with us and we can provide you with a registration form.

Voluntary Contributions

The fees and funding provided to the Pre-School enable it to meet its day-to-day running costs throughout the year. However, we rely heavily on fundraising and voluntary donations to pay for any other investment in the Pre-School, such as toys, games, supplies and inevitable repair and replacement costs.

Changes and Cancellation

You are required to pay for every reserved session, even if your child is absent due to illness, holidays, or other reasons.

Should you wish to withdraw your child from Pre-School early, you must give 6 term-time weeks' notice.

For example, a child wishing to leave the Pre-School at the end of the autumn term when we break up for Christmas and not return in January for the spring term, would need to give notice 6 term-time weeks prior to this at the latest.

We require 4 term-time weeks' notice for any session changes. Holiday periods do not count towards the notice period. For example, if notice is given 2 weeks before the Easter holidays, the notice period runs for a further 2 weeks after we return from the Easter holidays.

to complete the 4 term-time weeks' notice. The reason we ask for term-time weeks' notice rather than any weeks' notice is due to the Pre-School operating in term time only, with no staff working over the holiday periods.

Whilst every endeavour is made to make sure your child will have regular contact with their key person, please note that if you change your child's sessions during their time with us this may mean that they have less contact time with their key person.

New starters

If parents/guardians pay the admissions fee and accept their child's place but their child does not start with us for any reason, the admissions fee is non-refundable. 6 term term-time weeks' notice must be given if you no longer wish for your child to start with us. Pre-School holiday periods do not count towards the notice period.

For example, a child due to start with us in September once the autumn term commences would need to give notice 6 weeks **before** we close for the summer holidays.

If a child's place is offered and accepted but subsequent to such acceptance the start date is delayed at the parent/guardian's request, you will need to contact us to discuss this to agree an outcome, which may mean that part of the admissions fee is retained. Any delays in excess of 6 weeks could mean that we would offer your child's place to the next child on our waiting list.

Should a session time be changed (for example due to the nativity, Christmas party or sports day) you will be notified in advance and not charged for any sessions which aren't run.

Gift Aid

Gift aid is tax relief on money donated to UK charities.

When you start at the Pre-School, we will send you a declaration form that can be made out to cover individual donations, a series of donations, donations made during a specified period or to cover all donations.

As with all the policies for Seer Green Pre-School, the Operational Plan should be referred to for the specific details of day-to-day operations of the Pre-School. In addition, any issues which arise in the course of a child's time with the Pre-School and that are related to a child's health and wellbeing, parent's or staff's concern, or the overall care and safety of our children, staff, parents and equipment will be dealt with in a professional and confidential manner in order to arrive at an appropriate outcome.

Private Hours

Fees

There are two stages of fees payable to the Pre-School:

1. An admissions fee.
2. Ongoing and voluntary fees for your child's attendance at the Pre-School.

Each of these fees is outlined in more detail below. All fees are subject to an annual review.

All fees are payable within the terms sent out on the invoice, which is typically 14 days from the issue of the invoice. There are 6 invoices throughout the year and they are sent at the beginning of each half term, for that specific half term that has just commenced. They are sent:

1. At the start of the autumn term in September
2. After October half term
3. At the start of the spring term January
4. After February half term
5. At the start of the summer term in April
6. After May half term

You will see that your invoices are itemised, detailing the hours/service and the fee charged.

If you receive funding or have any concerns with the fees outlined in this document, please speak to the Operations Manager.

Admissions fee

We do not charge to be on our waiting list and you can put your child's name down as early as you like. We do recommend being on the waiting list well in advance as spaces can fill up very quickly. Once your child has been offered a space and you have decided to accept we will ask for a non-refundable admissions fee of £100. This secures your place/sessions until your start date and includes a home visit, stay and play session, tote bag and comfort book that your child will have prior to starting.

If parents/guardians feel this fee is in any way a barrier to registering their child, they should contact us to discuss their options.

If parents/guardians pay the admissions fee and accept their child's place but their child does not start with us for any reason, the fee is non-refundable. 6 term-time weeks' notice must be given if you no longer wish for your child to start with us. Pre-School holiday periods do not count towards the notice period.

For example, a child due to start with us in September once the autumn term commences would need to give notice 6 weeks **before** we close for the summer holidays to not incur any fees. Any notice periods given that are **less** than 6 term-time weeks incur a full 6 weeks' fees.

Ongoing Fees and Voluntary Fees

- An **hourly rate** of £8.75 is payable for sessions which aren't funded by the government.
- An **admissions fee**, as detailed above.
- A voluntary **activities/consumables fee** is payable by all for each session, regardless of whether the session is funded or not. At Seer Green Pre-School, part of what makes our offering so appealing is the extra curricular activities that we provide to the children on a regular basis. Some of these included but not limited to are: Friday forest activities, seasonal baking, activities at Christmas, Mothers and Fathers day activity and gifts, planting in our allotment, cookery, Christmas party with an entertainer, nativity, sports day, etc. To enable us to do these, we ask for £1.40 per session that your child attends if they are in our older cohort, and £1.15 per session if they are in our younger cohort. The older cohort fee is higher as the older cohort partake in more activities than the younger cohort, such as Friday forest activities. The fee is voluntary and no child will be excluded if parents are unable or unwilling to pay, however if we do not receive enough contributions then we will need to reassess what we are able to offer.

The government funding rate is not intended to cover meals, consumables, additional hours or additional activities.

These activities are a significant cost to us each year. As a not-for-profit charity, our fees are calculated purely to cover our costs.

The fee of £1.40 or £1.15 per session will be added to your half termly invoice, unless you get in touch with us at seer.green.preschool@gmail.com to opt out.

- A voluntary **snack fee**. Our morning and afternoon snack times consist of a high quality, nutritious snack. We pride ourselves on this part of the day, as it promotes healthy eating and gives children the chance to try new foods, where they can choose from a selection from what we have on offer. This is

also a time where they can learn social skills from each other, as they sit around a table facing each other.

The foods we have on offer are a selection from the following: Raspberries, apples, bananas, oranges, grapes, blueberries, melon, carrots, cucumber, cheese, breadsticks, rice cakes, milk (all allergies are taken into consideration).

The snack fee is 75p per session, and this will be added to your half termly invoice unless you get in touch with us at seer.green.preschool@gmail.com to opt out.

If you would like to opt out of the snack fee, you will be required to send in a morning and afternoon snack for your child, alongside their lunch. We must emphasize how important it is for the snack to be healthy and only consist of fresh fruit or vegetables. As with our lunch policy, items on our allergy list must be adhered to at all times. If you have opted out and you do not send in a snack for your child, our snack fee will be added to your invoice.

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The class is heavily subsidised, and to cover the cost a weekly contribution of £1.50 per week will be added to your invoice if your child attends on a Thursday PM. There is no obligation to contribute, and no-one will be excluded if you are unable to contribute, however if parents are reluctant to support this activity it may have to be cancelled if costs cannot be covered. If you are unable to contribute then please get in touch with us at seer.green.preschool@gmail.com to opt out.

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Due to being a not-for-profit charity, we regret that we cannot offer a sibling discount.

Funding

“Government funding is intended to deliver 15 or 30 hours a week of free, high quality, flexible childcare. It is not intended to cover the costs of meals, other consumables, additional hours or additional services.”

We recommend that all families visit <https://www.childcarechoices.gov.uk/> to view the types of funding on offer, and to check eligibility.

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A signed parent/provider agreement must be in place for us to claim funding. We will provide parents with all necessary paperwork.

We accept the following funding types for all sessions (except Friday only):

Funding for 3 and 4 year olds

All 3 and 4 year olds are eligible for universal funding from the term following their third birthday until they start school. This entitles parents to claim 15 hours of funding for their child.

Working parents entitlement funding

Some working parent families may be eligible for 15 hour funding for their 2 year old (increasing to 30 hours from September 2025), and 30 hour funding for their 3 & 4 year old. Please note that as children can start with us from the age of 2.5 years old, we do not accept funding for children under the age of 2. For more information, to check eligibility, and apply, please see the following links:

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<https://www.childcarechoices.gov.uk/how-to-apply-for-30-hours-childcare/>

Funding for 2 year olds of families who receive some additional government support

The government provides Free Entitlement Funding (FEF) to some 2 year olds. For more details and to see if you are eligible please refer to these websites:

<https://www.childcarechoices.gov.uk/15-and-30-hours-childcare-support/additional-support>

<https://familyinfo.buckinghamshire.gov.uk/childcare-and-early-years/paying-childcare/2yo-funded-childcare/>

For funding purposes there are set dates to define term times:

Three-year-olds born between:

1st Apr and 31st Aug (inclusive)

Eligible for full funding from:

The start of the autumn term following their 3rd birthday

1st Sep and 31st Dec
(inclusive)

The start of the spring term following their 3rd birthday

1st Jan and 31st Mar (inclusive)

The start of the summer term following their 3rd birthday

Eligible working parent funding can be applied for on <https://www.childcarechoices.gov.uk/>

- It is the parents' responsibility to apply for the Eligibility code before the fixed deadlines 31st March, 31st August and 31st December and to reconfirm their codes every three months.
- Families remain eligible at a current setting if they fall into their grace period, but cannot start with a new setting until their code has been reconfirmed and prior to the cut-off date.
- New or lapsed codes will show as eligible once confirmed but cannot be claimed for until the next cut-off date. E.g. A new code confirmed on 2nd January may show the child as eligible, but it has missed the cut-off date of 31st December and cannot be used until the Summer term.
- Codes can only be used for the term after a child becomes eligible and cannot be used once the child has started at reception in school.

Should a younger child only take up the minimum session requirement (two mornings and two afternoons Monday - Thursday), this would only equate to 12 hours (unless they were taken as full days, then this would equate to 12 hours and 40 minutes due to the two 20 minute periods between sessions). Any funded hours which are not used at the Pre-School can be used at another setting. If you do so, please keep us informed.

An older child taking the minimum session requirement (two mornings and two afternoons Monday – Thursday plus a full day Friday), would attend 18 hours and 20 minutes (or 19 hours if three full days due to the three 20 minute periods between sessions). If you wish your child to only attend for the 15 hours of funded entitlement, one of the Monday – Thursday sessions would have to be dropped to meet this in accordance with the above notice period.

If the minimum session requirements will take your child over and above their funded entitlement hours and you do not wish to exceed these, then please get in touch with the operations manager and we can discuss your options with you.

The extended free childcare entitlement for working parents of 3- and 4-year-olds will provide eligible parents with a total of 30 hours of free childcare per week, over 38 weeks. While we can offer your child the full 30 hours at Pre-School if they are an older child, if they attend 5 full days with us this would take them over 30 hours as this would total 31 hours and 40 minutes. If you wish to keep within your 30 hour funding, you have the option of collecting your child from Monday-Friday at 14:50 each day, instead of the usual finish at 15:10. If you are happy to exceed your 30 hours of funding, then the extra 1 hour and 40 minutes per week will be invoiced at our hourly rate which is currently £8.75.

We are unable to offer children in our younger cohort who are eligible for 30 hour funding their full entitlement with us. The maximum amount of hours that can be claimed are 25 hours and 20 minutes per week. This is because our younger cohort can attend between Monday-Thursday and if they attend each of these days as a full day this equates to 25 hours and 20 minutes. Once they move to our older cohort and attend on a Friday as well, we are able to accommodate this (please see the paragraph above).

You may choose to divide your child's funded hours between settings, if you wish to do this please ensure that you have read the terms and conditions of the funding on offer from the government and make sure that each setting is aware.

Friday-only Children

If we have availability on a Friday following take up by the children already in their final year at the Pre-School, this will be offered out to children in their final year before commencing primary school who do not attend the Pre-School. They would only attend this session each week. The admissions fee is still applicable in this case. Please note that we do not accept Universal or Extended funding for Friday only children and our hourly rate will apply.

Additional and Short-term Extra Sessions

Additional sessions are sessions that are taken up on a permanent basis part way through your child's time at Pre-School should such sessions become available. If these sessions are taken up part way through a term you will not be able to use funding for the new sessions for the rest of that term. However, you will be able to use funding for the new sessions from the following term onwards.

Short-term extra sessions are those signed up for typically for half a term or a term, in advance, should such sessions be available. These are not guaranteed for the child for the full time they attend the Pre-School, but only for the agreed amount of time. Funding cannot be used to pay for these sessions.

Ad-Hoc sessions are sessions that we have available typically at short notice which can be signed up for up to a week in advance. Please note that funding cannot be used for ad-hoc sessions and our hourly rate will apply. You can request ad-hoc sessions via the Famly app.

The Operations Manager should be contacted for information regarding any additional sessions.

Fees for additional sessions, short-term extra sessions and ad-hoc sessions will be invoiced at our current hourly rate. Failure to pay for the session(s) will result in the session being offered to the next child on the waiting list.

Should parents and carers have any concerns regarding fees, please get in touch with the Operations Manager (seer.green.preschool@gmail.com) and we will do our best to support any family who wishes to attend and feels fees may prove a challenge to their child doing so.

Afternoon Adventurers (Extended Hours)

We offer extended hours on a Tuesday, Wednesday and Thursday from 15:10 - 17:00, and this provision is called Afternoon Adventurers.

This is led by our own experienced staff, and is available exclusively for our Pre-School children who are over 3 years old.

The children will be able to enjoy a planned adult led activity, such as mask making or a dance competition. They will also have access to other activities and resources, some of which are exclusive to Afternoon Adventurers.

As the children have a snack at approximately 14:45, we do not provide any food during Afternoon Adventurers, but if you wish for your child to have a snack during this time then please provide this in a separate, labelled container.

Funding cannot be used for Afternoon Adventurers, and the cost is £15 per day, which will be added to your itemised invoice each half term.

To sign up, please get in touch with us and we can provide you with a registration form.

Voluntary Contributions

The fees and funding provided to the Pre-School enable it to meet its day-to-day running costs throughout the year. However, we rely heavily on fundraising and voluntary donations to pay for any other investment in the Pre-School, such as toys, games, supplies and inevitable repair and replacement costs.

Changes and Cancellation

You are required to pay for every reserved session, even if your child is absent due to illness, holidays, or other reasons.

Should you wish to withdraw your child from Pre-School early, you must give 6 term-time weeks' notice to not incur further fees. You will be charged for 6 term-time weeks' fees if the aforementioned notice is not given.

For example, a child wishing to leave the Pre-School at the end of the autumn term when we break up for Christmas and not return in January for the spring term, would need to give notice 6 term-time weeks prior to this at the latest to not incur any fees.

We require 4 term-time weeks' notice for any session changes. Holiday periods do not count towards the notice period. For example, if notice is given 2 weeks before the Easter holidays, the notice period runs for a further 2 weeks after we return from the Easter holidays to complete the 4 term-time weeks' notice. The reason we ask for term-time weeks' notice rather than any weeks' notice is due to the Pre-School operating in term time only, with no staff working over the holiday periods.

Whilst every endeavour is made to make sure your child will have regular contact with their key person, please note that if you change your child's sessions during their time with us this may mean that they have less contact time with their key person.

New starters

6 term-time weeks' notice must be given if you no longer wish for your child to start with us. Pre-School holiday periods do not count towards the notice period.

For example, a child due to start with us in September once the autumn term commences would need to give notice 6 weeks **before** we close for the summer holidays to not incur any fees. Any notice periods given that are **less** than 6 term-time weeks incur a full 6 weeks' fees and the admissions fee is retained.

If a child's place is offered and accepted but subsequent to such acceptance the start date is delayed at the parent/guardian's request, you will need to contact us to agree an outcome, and the fees owed for the sessions from the original start date will be sent via invoice. This is due to the detrimental effect on the Pre-School's finances and because it is unfair to any children on the reserve list who could start on time. Any delays in excess of 6 weeks could mean that we would offer your child's place to the next child on our waiting list.

Should a session time be changed (for example due to the nativity, Christmas party or sports day) you will be notified in advance and not charged for any sessions which aren't run.

Gift Aid

Gift aid is tax relief on money donated to UK charities.

When you start at the Pre-School, we will send you a declaration form that can be made out to cover individual donations, a series of donations, donations made during a specified period or to cover all donations.

As with all the policies for Seer Green Pre-School, the Operational Plan should be referred to for the specific details of day-to-day operations of the Pre-School. In addition, any issues which arise in the course of a child's time with the Pre-School and that are related to a child's health and wellbeing, parent's or staff's concern, or the overall care and safety of our children, staff, parents and equipment will be dealt with in a professional and confidential manner in order to arrive at an appropriate outcome.

This policy was adopted on
(date)_____

Signed on behalf of Seer Green Pre-School (Committee Chairperson)

This policy was reviewed as indicated below:

2015 created

2016 reviewed and updated as required

July-Nov 2017 reviewed and updated

June-July 2018 reviewed and updated

February 2019 reviewed and updated

May 2019 reviewed and updated

January 2020 reviewed and updated

June 2020 reviewed and updated

March 2021 reviewed and updated

June 2021 reviewed and updated

May 2022 reviewed and updated

January 2023 reviewed and updated

February 2024 reviewed and updated

June 2024 reviewed and updated

April 2025 reviewed and updated

June 2025 reviewed and updated
