



POLLYANNA PRE-SCHOOL CIO

FEES POLICY

Statement of Intent

It is our intention to make our setting affordable to families from all sections of the local community.

We aim to maintain long term financially sustainable, through charging parents/carers fairly and equally for their child's time at Pollyanna Pre-School CIO. Organised fundraising events and requests for voluntary consumable contributions will also ensure that Pollyanna Pre-School CIO is able to remain sustainable.

Procedure

- Fees are set by the Directors and Committee Management team and reviewed annually.
- Enrolments are subject to an admissions fee of £25, which is refundable for children attending within their funded entitlement.
- The fees for non-funded children and children taking additional hours is currently **£7.50** per hour.
- The charges apply to all non-funded children from 2 years old, funded children who attend more than their entitled funded hours per week and for any additional ad-hoc sessions.
- Fees are not refunded for any days missed due to holidays or absence during term time.
- Invoices are issued half termly and have 21 days to pay from the date of the invoice unless an alternative agreement has been made with the Administrator.
- If payment is not received by the due date, then a payment request will be issued, requesting settlement within five working days. Failure to pay fees within this timescale will result in final demand letter asking for immediate payment together with a £20 administration charge.
- Late payment charges will apply to all invoices, including consumable fees.
- When signing the registration form, the parent/carer agrees to making payments for consumable fees.
- Continued long term non-payment may result in the child not being offered any additional sessions. The child will only be able to take extra sessions on the settlement of fees in full.
- Pollyanna Pre-School CIO will take any legal action necessary, in order to procure outstanding fees.
- A 15% discount is available for any siblings attending the preschool. The discount will be applied to the younger sibling and only applied to private non-funded fees over and above those covered by any government funding where this is relevant. If one sibling leaves the setting, the discount will be discontinued.
- Discount will be applied to the youngest sibling(s) subject to the older sibling attending private non-funded hours (hours outside of government funding entitlement).
- Staff are entitled to a 15% discount for their children attending Pollyanna Pre-School CIO on private non-funded fees.
- The above discounts, do not apply to consumable charges.
- The setting asks parents to pay directly into the Pre-School's bank account; the setting also accepts childcare vouchers and tax-free childcare payments. If any of these are not possible, the setting is also able to take cash and/or cheque. Parents should speak with the administrator if they wish to pay by childcare vouchers.

Reducing Sessions or Leaving The Setting Mid-Academic Year:

- In the event that you wish to cancel or reduce your child's place at Pollyanna Pre-School CIO, please give us a minimum of half a terms notice in advance. You will not be refunded if the term has already commenced.
- If a child leaves unexpectedly or fails to take a place for extra allocated sessions, it may mean that we would have to turn away another child who could have been accommodated, therefore, any invoice already raised will still be payable.



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Closures:

- Preschool will close for up to five 'inset days' each academic year for staff training and preschool maintenance. Where possible these will be spread over different days of the week to avoid impacting the same children, however this is at the discretion of the manager and availability of the training taking place. If an inset day falls on your child's normal day of attendance, then any non-funded session is chargeable as normal (this does not include consumable charges).
- Should a Bank Holiday fall inside the term dates when the setting is usually open, then Pollyanna Pre-School CIO will be closed, and any non-funded hours will be charged in full to any children on the register for that day (this does not include consumable charges).
- A summer party and leavers ceremony is normally held on the final day of the academic year. The setting will close at 1pm. If your child is normally in session in the afternoon, this session will remain chargeable for private non-funded hours (this does not include consumable charges). This is to ensure staff coverage for the leavers ceremony and closing of the setting for the end of the academic year.
- To support new families starting in September, Pollyanna Pre-School CIO will close the setting in the morning or afternoon to take the opportunity for new starters to stay & play during the national transition day for primary schools. This day is normally the first Tuesday of July, however, is subject to change. This closed session is chargeable for private non-funded hours (this does not include consumable charges).

Difficulties with Fee Payment

- The preschool will be sympathetic to parents/carers who are having or who anticipate having difficulty in paying and it may be possible to arrange an individual payment plan. However, this must be negotiated between the Pre-School Manager, Administrator and Parent/Carer in advance. Any family in this situation should contact the Manager or Administrator at the earliest opportunity to arrange a confidential meeting. Any information will be treated in the utmost confidence.

Late or Non-Payment of Fees

- If a cheque is returned by our bank unpaid ("bounced cheque") an administration fee of £15.00 will be charged.
- If payment of fees is not received within one week from the invoice due date provided, a first reminder e-mail will be sent to the designated bill payer which will detail when the fee payment was due, and the total fee amount overdue.
- If fees remain outstanding after this time and no payment schedule has been agreed with the manager or administrator, Pollyanna Pre-School CIO will reserve the right to add a £20.00 charge, for late payments.
- Pollyanna Pre-School CIO will seek legal advice to recover all outstanding debts.
- We reserve the right to charge interest on any unpaid bills outstanding two weeks after bills are presented.
- We will always respect confidentiality and aim to work with parents/carers to reach a positive and realistic solution.
- Consistent late payment may result in non-funded hours being withdrawn.



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Government Funding

- Pollyanna Pre-School CIO is registered to receive government funding for all 3-4 year olds and eligible 2, 3 & 4 year olds of working families or families in receipt of government financial support.
- **Universal Entitlement (All families)**
 - All 3- and 4-year-olds are entitled to **15 hours of free early education** per week, for 38 weeks a year (during school term time).
 - The entitlement becomes accessible the term following their 3rd birthday.
- **For Extended Entitlement:**
 - Families where **both parents (or the sole parent in a single-parent household) are working** and earning at least the equivalent of 16 hours a week at minimum wage — but not more than £100,000 each — may qualify for an **additional 15 hours per week**.
 - This means eligible working families can access **up to 30 hours of funded childcare** per week.
 - As of September 2025, 2-year-olds eligible for the working families entitlement will be able to access up to 30 hours per week of government funding.
 - Parents must apply for this through the government's **Childcare Choices website** and reconfirm eligibility every three months.
- **2-Year-Old Funding:**
 - Some 2-year-olds may also qualify for **15 funded hours** per week if parents meet certain criteria (e.g., receiving specific benefits or low income, or if the child has additional needs).
 - The funding becomes accessible the term following their 2nd birthday
 - To apply for the funding, please visit <https://familyinfo.buckinghamshire.gov.uk/childcare-and-early-years/paying-childcare/2yo-funded-childcare/apply/>
- For Universal & 2-year-old funding (15 hours):

A child born on or between:	Will become eligible for funding from:
1 April and 31 August	1 September following their 2 nd /3 rd birthday
1 September and 31 December	1 January following their 2 nd /3 rd birthday
1 January and 31 March	1 April following their 2 nd /3 rd birthday

- For Working Families Expanded Government Funding (30 hours):

When your child turns 9 months old between:	When you can get your hours from
1 September and 31 December	1 January
1 January and 31 March	1 April
1 April and 31 August	1 September

- Funded places are allocated in accordance with the Admissions Policy.
- When a child becomes eligible for a funded place, parents are provided with the 'parent/provider agreement' funding form to complete and return to Pollyanna Pre-School CIO with appropriate identification (e.g. original birth certificate or passport).
- The 'parent/provider agreement' form is a contract between the family and the setting accessing the government funding.
- An eligible child can attend a maximum of 15 or 30 funded hours per week depending on the type of government funding they are entitled to.



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- Parents who feel they may be eligible for 2-year-old funding (for families in receipt of government financial support) need to contact Buckinghamshire Council. Applications can be made here: <https://familyinfo.buckinghamshire.gov.uk/childcare-and-early-years/paying-childcare/2yo-funded-childcare/apply/>
- Parents are reminded that their free government entitlement funded hours per week may be taken with more than one provider, term time only.
- Funded hours will be spread across sessions throughout the week if a child attends more than their entitled government funded hours. The funded hours will be split as evenly as practicable. For instance, if a child is eligible for 15 hours per week of government funding and attends 3 full days (18 hours per week), the funding will be split 5 hours per day to make the 15 hours per week. And the remaining 3 hours are chargeable at our private non-funded rate accordingly.
- Working family funded and 2-year-old funded spaces are only confirmed subject to the eligibility check.

Changing Hours/Days

- If a parent/carer wishes to increase the number of hours their child attends Pollyanna Pre-School CIO, please speak to the Administrator or Manager. A place will be allocated, subject to availability, under our normal Admissions Policy. If a child will be taking more or fewer funded hours, they will need to complete the appropriate funding amendment form prior to the child changing their hours.
- Upon request and subject to availability, funded children can attend more than their funded hours, charged at the current fee rate. Fees for additional hours must be paid half-termly in advance. Consistent late payment or non-payment may result in non-funded hours being withdrawn.

Late Collection of Children

- In the event of late collection of children, we reserve the right to charge parents for the additional hours worked by our staff for the cost of telephone calls, staff wages and an administration fee of £15 per 15 minutes or part thereof (see Non-Collection of Children Policy).

Consumables Charges

- Government funding is intended to deliver 15 or 30 hours a week of free, high quality, flexible childcare. However, it is not intended to cover the costs of meals (i.e. snacks), other consumables such as wipes, suncream and for specialist tuition that we may invite into the setting.
- Parents / Carers are responsible for providing a healthy and nutritional packed lunch if their child is in the morning sessions.
- A voluntary fee is broken down below into each area of expense as per guidelines from the DfE.
- Where parents/carers are unable or unwilling to pay for snack and consumables, we will ask for parents to supply their own snack, wipes and ask for product donations to ensure we are able to maintain the preschool to a high-quality standard.
- Pollyanna Pre-School CIO provide a healthy snack for all children during the morning session as well as the afternoon session every day.

These costs are clearly detailed below with a breakdown of the individual cost of the following areas, which have been accessed by the child, where these are offered.

Non-Food Consumables To Be Used by The Child (this is not an exhaustive list) - £0.50 per session

- Nappies / Nappy Sacks
- Wipes
- Suncream

Snacks Consumed by The Child (AM & PM) - £0.50 per session

- Fresh fruit
- Fresh vegetables



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- Spreads (Butter / Cheese / Dairy Alternative)
- Carbohydrates (dry and fresh baked)
- Healthy dips
- Dairy / Dairy alternative cheeses
- Alternative milks
- Ingredients for any baking activities

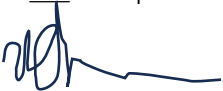
External Tuition & External Curricular Activities - £1.00 per session

- Specialist tuition (for example music classes or sports classes) or other activities that are not directly related or necessary for the effective delivery of the Early Years Foundation Stage (EYFS) statutory framework.
- Events (Mothers' Day / Fathers' Day / Birthdays / Halloween / Coffee Mornings etc.)
- Celebrations (Christmas / Easter / Eid / Chinese New Year / Diwali / Summer Party etc.)

Any ad hoc additional payments to cover external tuition fees will be agreed in advance.

Review and Approval

This policy was reviewed and adopted on: 1st September 2026

Signed by Management Committee: 

Print Name: NIKITTA WEHRLE

Version: 1.1 2026

This policy is reviewed **annually** or sooner in response to changes in legislation, guidance, or setting practices.