



MILFORD PRE-SCHOOL FEES POLICY	Name of signatory	W. Chant
	Role of signatory	Headteacher
	Policy date	April 2025
	Policy review date	April 2026

This fees policy forms part of the contract with the parent/carer and Milford Pre-School.

Milford Pre-School operates a service which is fair and competitively priced. We aim to offer a high quality, safe and stimulating environment that provides a service that is good value for money.

PRE-SCHOOL OPENING HOURS

The Pre-School is open in line with Milford Infants' School term dates. These can be found on the school's website (www.milford-inf.somerset.sch.uk/term-dates/); paper copies are available by request.

Pre-School session times are as follows –

Morning Session	8:30 am - 12:00 noon	3 hours 30 minutes
Lunch Club	12:00 noon - 1:00 pm	1 hour
Afternoon Session	1:00 pm - 3:15 pm	2 hours 15 minutes (pick up between 3.00 pm and 3.15 pm only please)

Additionally, the After School Care Club is available to Pre-School children. This takes place in the Pre-School setting. It is available to Pre-School children and Milford Infants' School children (aged 4-7) and is supervised by staff from both settings.

After School Care Club 1	3:15 pm - 4:30 pm	1 hour 15 minutes
After School Care Club 2	4.30 pm – 6.00 pm	1 hour 30 minutes

FEE RATE

Hours are charged at a rate of £6 per hour for 3 and 4 year olds and £8 per hour for 2 year olds.

DEPOSIT AND REGISTRATION FEES

Milford Pre-School requires a £30 refundable deposit. This will be returned 4 term time weeks after your child has started with us. This deposit can be paid in cash or by cheque made payable to "Somerset Council".

Milford Pre-School does not charge a registration or booking fee.

WHEN FEES ARE PAYABLE, OR EARLY YEARS FUNDING CAN BE CLAIMED

- Pre-School fees will not be charged when the Pre-School is closed on INSET days and bank holidays.
- Pre-School fees will not be charged if the Pre-School is not able to offer a service due to a planned closure, such as school holidays.
- Pre-School fees will be charged if the school is closed due to an emergency, such as bad weather.
- Pre-School fees will be charged if the setting is closed as a result of a pandemic, such as Covid.
- If the Pre-School is open, but it is parental choice not to access the setting, then charges will remain the same or entitlement hours claimed as normal, such as children being absent due to illness or holidays.

PAYMENT METHODS

Parents are requested to pay via Arbor (instructions will be provided). Please discuss with the office if you would like to pay using childcare vouchers or tax free childcare, so arrangements can be made with the relevant provider.

ADDITIONAL CHARGES

Hot lunches are available and can be purchased at an additional cost of £2.64 per day. These can be booked and paid for through Arbor.

A snack charge of 20p per morning or afternoon session will be added to all invoices, as government funding is not expected to cover this.

A voluntary contribution will be requested for sun cream as necessary. If your child has allergies, please speak to pre-school staff about providing a suitable suncream from home.

INVOICES

Fees will be invoiced half termly in advance with payment deadlines identified on the invoice. Non-payment of fees may result in the cancellation of booked sessions. Invoices will be emailed and given to you by hand.

CHANGES TO SESSIONS

Please contact the school office if you would like to request a change to your child's sessions. If requests can be accommodated, then a new invoice will be issued.

NOTICE PERIOD TO CANCEL A PRE-SCHOOL PLACE

The notice period for the setting to cancel a child's place is 4 term time weeks. This may happen due to non-payment of fees.

The notice period for parents to cancel a child's place is 4 term time weeks. Notice should be given to the Infants' school office in writing. If appropriate notice is not given, fees will be charged in lieu of notice.

LATE COLLECTION FEES

We understand that circumstances may make anyone late on occasion, however we do ask that if parents/carers are delayed at the time they are due to collect their child, they contact the school office in order for relevant arrangements to be made.

If parents/carers are late to collect children, a £5 fee and a £3 administration fee will be charged. This is because the setting must ensure the correct ratio of staff is always present.

HELP WITH THE COST OF CHILDCARE

Please visit www.childcarechoices.gov.uk/childcare-support-available and www.somerset.gov.uk/children-families-and-education/early-years-and-childcare/paying-for-childcare/ for the most up-to-date information on childcare funding.

The following childcare support is available:

- **15 hours childcare for all families in England**
For children aged 3-4 years. This funding is available to all children the funding period (1st September, 1st January or 1st April) after the child's 3rd birthday. It is not necessary to apply for this.

Additional funding/financial support may be available to your pre-school child. It is the parent's responsibility to apply for the following types of funding/financial support if they believe they are entitled (see www.childcarechoices.gov.uk/childcare-support-available for further information):

- **30 hours childcare for eligible working families in England**
Available for children aged 9 months to 4 years.
- **15 hours early learning for families in England, receiving some additional forms of support**
For children aged 2 years receiving some additional forms of support, including some benefits, children who are looked after by a local authority, children with an EHCP, children with DLA and children who have left care under an adoption order, special guardianship order or a child arrangement order.
- **Tax-Free Childcare**
If you're a working parent or carer, you can get a £2 top-up for every £8 that you pay towards childcare.
- **Universal Credit Childcare**
For working families claiming Universal Credit.
- **Study support**
For families where one or both parents are studying.

ADMINISTERING THE EARLY YEARS ENTITLEMENT – PROVIDER AND PARENTS' RESPONSIBILITIES

Providers can offer the entitlement up to 570 hours per year for eligible two, three and four year olds, up to a maximum of 15 hours per week over a minimum of 38 weeks.

Providers can also offer up to an additional 570 hours per year, up to a maximum of 15 hours per week over a minimum of 38 weeks for eligible working parents of two, three and four year olds.

However, providers can only offer this if the family have received successful confirmation from the Government's Childcare Service.

It is the parent's responsibility to check if their child is eligible for additional and provide proof of this funding to Milford Pre-School before the next funding period (1st September, 1st January or 1st April).

UNIVERSAL ENTITLEMENT FOR THREE AND FOUR YEAR OLDS (15 HOURS)

All three and four year olds are entitled to 570 hours per year of Universal Early Years Provision. Children become eligible for funding the period after their third birthday and remain eligible until the end of the funding period of their fifth birthday. Please visit www.somerset.gov.uk/eye for more information.

The funding periods are:

1st January – 31st March

1st April – 31st August

1st September – 31st December

- Parents may use the Universal Entitlement at the setting for up to 15 hours per week.
- The following documentation is required by the setting to claim the Universal Entitlement of 15 hours per week – child's birth certificate and a signed registration form. This will be sent to the Entitlements Team.
- Early Years Entitlement parent declaration forms will need to be signed and returned as evidence that the parents agree with the number of hours being claimed by the setting. Parents will be invoiced at the appropriate hourly rate for any hours that exceed their child's funded hours.

EARLY LEARNING FUNDING FOR TWO YEAR OLDS RECEIVING SOME ADDITIONAL FORM OF SUPPORT (15 HOURS)

Two year old funding is available to some families who receive additional forms of government support.

If your child is entitled to this two year old funding:

- Parents may use the two year old funding at the setting for up to 15 hours per week.
- The following documentation is required by the setting to claim the two year old funding – Child's birth certificate and a signed registration form. Once parents are provided with confirmation of two year old funding, we request that they contact the school office with proof of eligibility.
- Early Years Entitlement parent declaration forms will need to be signed and returned as evidence that the parent agrees with the number of hours being claimed by the setting.
- Parents will be invoiced at the appropriate hourly rate for any hours that exceed their child's funded hours.

EXTENDED EARLY YEARS ENTITLEMENT FOR TWO, THREE AND FOUR YEAR OLDS IN WORKING FAMILIES (30 HOURS)

From September 2025 working parents of children from nine months to five years will be entitled to 30 hours of funded childcare per week for 38 weeks a year (a maximum of 1140 hours per year).

Once funding has been confirmed, the setting may access it from the funding period following confirmation.

Parents who experience issues with their application can contact the HMRC Childcare Service helpline directly on 0300 1234 097.

The documentation required to claim the EYE extended hours is as follows:

- Child's birth certificate
- A completed copy of the Child Registration form, these documents will be sent to the Early Years funding team.
- Parents must complete a Working Family Code Check - Consent Form to provide the setting with the required information. This includes the 30 hours eligibility code, registering parents NI number and confirmation of parental consent.
- Parents will be invoiced at the appropriate hourly rate for any hours that exceed their child's funded hours.

EYE parent declaration forms will require signing when appropriate. These must be signed and returned as evidence that the parent agrees with the number of hours being claimed by the setting.

30 HOURS EXTENDED FUNDING, PARENTAL RESPONSIBILITY AND GRACE PERIODS

It is the parent's responsibility to reconfirm extended funding every 3 months. If parents do not reconfirm eligibility, they will be issued with an updated invoice charged at the Pre-School rate. This is because the Pre-School will be unable to access funding.

DEBT MANAGEMENT

Please refer to Milford Infants' School and Pre-School Debt Management and Recovery Policy.

REVIEWING FEES

Milford Pre-School fees will be reviewed termly. Parents will be informed of any changes in the Pre-School fees structure via letter. If parents would like to discuss any changes to fees, they should address queries to the School Business Manager.

LINKS TO OTHER DOCUMENTS

All of the statutory policies that pertain to the Pre-School can be found on Milford Infants' School and Pre-School website (www.milford-inf.somerset.sch.uk) or by request from the school office.