



## Pricing Policy

Updated: 01.09.2025

Our prices are set out in our Schedule of Charges, which can be found on the last page of this policy. A copy is also available to any parent or carer on request.

### Procedures

- A **registration fee** is payable on receipt of a completed registration form for children not yet eligible for Early Years Free Entitlement (EYFE). This is to cover the costs of preparing the initial paperwork and arranging a visit to the setting. Only one registration fee will be charged where, for example, siblings are registered at the same time.
- Where a registration fee has been paid for a child to attend before them being eligible for funding, but then the child's start date is deferred until they are funded, or if they become eligible for funding between application and starting, a refund will be made for the registration fee at the point of entry.

**Session fees** are charged for:

- all children who are not eligible for the EYFE
- any extra sessions booked during the term
- children attend for hours that exceed their funded entitlement

We will charge fees at the rate per hour at our normal hourly rate relevant to the child's age:

- where children are not in receipt of any funding entitlement
- where part of or all of a child's EYFE entitlement is used at another setting

- Invoices are issued to parents at the start of each term for that term's fees via Tapestry.
- Parents must pay fees at a rate of monthly, half-termly, or in full, but must be in advance and payable on the last day of the month prior.
- Payment can be made by bank transfer only.
- We accept childcare vouchers and the government tax-free childcare system, where necessary, supplementary payments are to be made by bank transfer only.
- **Payments need to be received monthly, half-termly, or in full, but must be in advance and payable on the last day of the month prior. Example: fees for October are paid by the 30<sup>th</sup> of September.**
- **Any parent who has a query regarding fees should contact the Administrator, Practice Manager, or Committee Chairperson in the first instance. Any information discussed will be treated with the strictest confidence.**
- **If a payment plan is put in place to clear arrears, it must be adhered to with no exceptions. Any default in the payment plan will result in your child being unable to attend Hanslope Pre-school at the following session, and they will be unable to attend until the arrears have been paid in full.**
- **If payment is not received in advance, and no payment plan is in place, and no attempt to contact the Pre-school to discuss outstanding fees has been made, then your child will be unable to attend Hanslope Pre-school at their next session and foreseeable future, until payment has been made.**
- **If a payment is not received and no payment plan has been set up, a charge of £10.00 will be applied to the balance to cover administration costs for the work involved in chasing the payment (issuing letters, sending emails, Tapestry alerts, or making phone calls).**
- Fees are due in advance and are payable even if the child cannot attend due to holidays, sickness, 'snow days' or short notice due to unforeseen closure of the Pre-school, where we have no alternative but to close Hanslope Pre-school funding will still be claimed for these sessions, to cover staff costs who will continue to work on those days for training, updating children's records and planning.  
The only exception to this is if a child is admitted to the hospital and proof is provided. The Committee will consider an individual written request if any other circumstances arise where a parent feels a refund is due.
- Parents of a child starting school in September on a staggered intake who wish their child to attend Hanslope Pre-school until their school start date and receive Dual Funding from Milton Keynes Council. If this funding is withdrawn by Milton Keynes Council, then you will be invoiced during the preceding summer term, and that invoice must be paid by the end of the summer term before a place can be confirmed.
- There is a chargeable **28 days' notice period** if a child is withdrawn or if a place, once accepted, is not taken up. Notice must be given by the parent, carer, or guardian in writing.
- Under our Uncollected Child Policy, we reserve the right to make an **extra charge for Late Collection** of children of £15.00 for every 15 minutes, or part thereof, after 12pm, 1pm, or 3pm. Dictated by the time the child was due to finish and ultimately collected. This is to cover staff overtime costs that we will incur.

- If a whole-day trip is organised, which requires the setting to be closed for the day, we will endeavor to inform all parents well in advance. Pre-school will normally be closed when such a trip is taking place; fees would not be charged on such a day.
- There is a **Voluntary** contribution of **£20.00** payable annually. This helps to cover consumables such as snacks, fresh fruit, cooking ingredients, gardening items, craft materials, and general consumables. We suggest this be paid when a child starts with us and annually throughout their time at Hanslope Pre-school.

Signed on behalf of Hanslope Pre-school

A handwritten signature in black ink, appearing to read 'Emma Courtney', written over a light blue horizontal line.

Emma Courtney  
Committee Chairperson  
01.09.2025



## Schedule of Charges

Updated: 01.09.2025

<b>Registration Fee</b> (For children not yet eligible for any funding options)	<b>£10.00</b>
<b>Fees:</b> <b>2-year-olds</b>	<b>£6.66 per hour</b>
<b>3 and 4-year-olds</b>	<b>£6.10 per hour</b>
<b>Funding:</b> <b>2-year-olds</b> (From the term after the child's 2 <sup>nd</sup> Birthday)	<b>£8.03 per hour</b>
<b>3 and 4-year-olds</b> (From the term after the child's 3 <sup>rd</sup> Birthday)	<b>£5.73 per hour</b>
<b>Late Collection Fee</b> For every 15-minute period or part thereof, after 12pm (Morning session) 1pm (Lunch session) 3pm (Afternoon session)	<b>£15.00</b>
<b>Administration Fee</b> (Overdue fees or payments)	<b>£10.00</b>
<b>Voluntary Contribution</b> (Annual voluntary contribution towards healthy snacks, craft, cooking, gardening, and other setting consumables)	<b>£20.00</b>