

## **Fees Policy**

Abington Annexe Community Childcare is a registered charity and therefore all income received from either fees or funding is retained to cover rent, staff wages, replace equipment and update resources. The prompt payment of fees is vital to help our settings meet its financial obligations.

### **Abington Preschool**

As of 1st April 2026 the following fees will apply.

| <b>Session</b>                                 | <b>Non funded<br/>3 &amp; 4 year<br/>olds regular<br/>booking</b> | <b>Non funded<br/>2 year olds<br/>regular<br/>booking</b> | <b>Non funded<br/>3 &amp; 4 year<br/>old, adhoc<br/>booking</b> | <b>Non funded<br/>2 year old,<br/>adhoc<br/>booking</b> |
|--|---|---|---|---|
| (8.50 to 2.50pm)                               | £8.25 per<br>hour   | £9.80 per<br>hour   | £8.98 per<br>hour   | £10.68 per<br>hour                                      |
| <b>Early start</b><br>(8.30 to 8.50am)         | £3.00   | £3.50   | N/A   | N/A   |
| <b>Extended collection</b><br>(2.50 to 3.00pm) | £1.00   | £1.00   | £1.00   | £1.00   |

### **Deposit**

A deposit of £25 is payable when making your first booking, which will secure your place. For children in receipt of government funding when starting, this deposit will be refunded in full on your child's first issued invoice. If you have registered with us and paid the £25 deposit and then change your mind, as long as we receive a terms notice, your deposit will be refunded in full.

### **Late bookings / change fee**

If a late change is made to the booking with less than 2 weeks notice given before the start of each half term, this will incur a charge of £20.

### **Late pick up fee**

A fee of £2.50 per 10 minutes is charged as a late fee.

### **Invoices**

Invoices are issued at the beginning of each term.

### **Consumables supplement.**

There is an additional voluntary charge of £1 per funded hour per child which covers snacks, nappies, wipes, suncream and outside provider activities. (Those in receipt of EYPP and Targeted 2's are exempt from this charge).

### **Payment of fees**

Payment of fees is flexible on discussion with the manager of the setting or the Finance Manager. Payment in full or by instalments, cheque, cash or BACS payments and voucher schemes are all accepted.

### **Monies Owed**

Action taken should fees remain unpaid is detailed in the welcome packs and in the Monies Owed Policy.

### **Preschool fees charged for over 2, 3 and 4 year old children in receipt of the funded entitlement (Early Years Funding)**

Eligible children over 3 years old are entitled to access up to 15 hours per week of Early Years funding. This can be taken term time only up to a maximum of 570 hours. The minimum claim is 2.5 hours in any one day, maximum claim is 6 hours in any one day. Please consult Louise Woolcott (Finance Manager) if you require more details.

### **Extended Entitlement**

Some parents/guardians may be entitled to 30 hours childcare for three and four year old children if they meet certain criteria.

If eligible they will be sent a code which will need validating by the childcare provider.

### **Weeks in a term and additional fees**

Funding is usually for 38 weeks in a year. However, a school term may extend to over 38 weeks, in which case you will be charged fees for the additional days over and above your funding.

Any additional fees charged relate to:

- Hours attended in excess of the free entitlement
- Weeks in the year not funded by the Early Years Funding
- Any late bookings/changes to booking - less than half term incurs £20 charge.
- Any late pick up fee
- Sustainability and consumables supplement
- Any casual hours booked
- Early start 8.30-8.50am = £3.00/£3.50 (depending on age of child).
- Extended collection 2.50 - 3.00 = £1.00 charge

### **Targeted Twos Funding**

Some children are entitled to Targeted Twos Funding as arranged by the Children's Centre. Please speak to the finance manager if you have this funding.

Any additional fees relate to:

- Hours attended in excess of the free entitlement
- Weeks not funded by the Early Years Funding for two year olds over their 15 hours
- Any late bookings/changes to booking

- Any late pick up fee
- Any casual hours booked

### **Cancellation Fee**

Abington Preschool requires a months' notice to cancel a place within the setting. Fees will be charged for this month, whether or not your child attends during this time.

### **Absence from the setting due to illness.**

If your child cannot attend the setting due to illness, fees are still to be paid.

Exceptional circumstances and long-term illnesses can be discussed with the manager and finance manager.

### **Abington Out of School Club**

Hourly rate as of April 2026:

- £8.15 per hour for regular 1st child (3+ years)
- £6.52 per hour for regular sibling (3+ years)
- £9.15 per hour for casual 1st child (3+ years)
- £7.54 per hour for casual sibling (3+ years)
- £8.52 per hour for regular preschool child (2.5 years)
- £9.44 per hour for casual preschool child (2.5 years)

### **Late pick up fee**

The late collection charge is £15 per child for the first and each subsequent 15 minutes after the end of the booked session.

### **Extra Charges:**

- If your child attends extra hours without a prior change to booking, they will be charged at the Casual rate.
- All bookings are charged at an hourly rate, for each hour or part thereof.
- Children attending after school clubs must pay for the first hour. We have to be present and fully staffed in case of cancellation of that club.
- Children who are collected late (be it between 16:10, 17.10 or 17.30) will be charged according to our late policy system:
  - From 17.30 onwards the charge will be £15 per child for the first and each subsequent 15 minutes. This is stated on the Booking and Confirmation form completed at registration.

### **Extended Leave (over four weeks) and retaining your child's place at the setting:**

If you wish to take your child(ren) out of Out of \School Club for an extended time (ie a long term holiday) then full fees will apply if you wish to hold your child's place at the setting.

## **Payment of fees**

Fees can be paid via bacs payment, cash and vouchers.

## **Holiday Club**

Payment must be in advance of the holiday club starting. All fees must be paid for on the Pebble system.

### **Fees**

| <b>First Child</b>              | <b>Fee</b> | <b>Sibling discount Fee</b> |
|---------------------------------|------------|-----------------------------|
| Morning session (8.45am to 1pm) | £18.13     | £15.38                      |
| Afternoon session (1pm to 5pm)  | £17.07     | £14.47                      |
| Full day (8.45am to 5pm)        | £35.20     | £29.85                      |
| Early drop off (8.15-8.45)      | £2.00      | £2.00                       |

### **Late pick up fee**

If your child is collected after you will incur a fee of £15 for every 10 minutes after 5pm. This fee is per child and not per family. This is to cover the costs of paying staff to stay beyond their allocated hours.

### **Absence from the setting due to illness.**

Please notify the club if your child will not be attending a booked session. Refunds/credits cannot be given for cancelled sessions if less than 1 weeks notice.

### **HAF**

The holiday club supports the HAF scheme which runs during the Summer and Easter holidays.

### **Review of fees for both Pre-school, Out of School Club and Holiday Club.**

The level of fees will be set by the Management Committee and reviewed annually in the light of the setting's financial position.

### **Monitoring and Review**

This policy will be monitored by the administrator and will be reviewed at least annually.

Adoption and annual review

This policy was adopted at a meeting of: **Abington Preschool.**

Print Name: RUTH BEACH

Date: 15/12/2017

Role: ADMINISTRATOR

Abington Annexe Community Childcare (AACC)  
Charity No: 1198508 Ofsted No: 2747175

| This policy was reviewed on: | Signature and name: | This policy was amended on: | Signature and name: |
|------------------------------|---------------------|-----------------------------|---------------------|
| 18/05/2023                   | L Woolcott          | 18/05/2023                  | L Woolcott          |
| 22/09/2023                   | E Roper             | 22/09/2023                  | E Roper             |
| 08/03/2024                   | E Roper             | 08/03/2024                  | E Roper             |
| 06/11/2024                   | E Roper             | 06/11/2024                  | E Roper             |
| 10/03/2025                   | E Roper             | 10/03/2025                  | E Roper             |
| 15/12/2025                   | E Roper             | 15/12/2025                  | E Roper             |
| 16/03/2026                   | E Roper             | 16/03/2026                  | E Roper             |
| 27/04/2026                   | E Roper             | 27/04/2026                  | E Roper             |