



Charging Policy

Date agreed by Full Governing Body: October 2025

Review Date: October 2026

Purpose

This charging Policy informs parents and staff about charging for Pre-School Fees. It conforms to the requirements of the Education Act 1996 and The Governance Handbook.

This Policy is written in conjunction with our Fee Structure and our terms and conditions, outlined below.

Responsibilities

The Governors, in consultation with the Headteacher are responsible for the implementation of the Charging Policy and the determination of any individual case arising from the implementation of this policy.

Pre-School Sessions and Fees

Pre-School hours are free in these following circumstances:

All 3 and 4 years olds are entitled to free Early Years Education (EYE). This entitlement starts in the funding period which follows their third birthday. They are entitled to access up to 15 hours a week over 38 weeks (a total of up to 570 hours per funding year).

Some disadvantaged 2 year olds are entitled to 15 hours a week.

Eligible working parents of 2 year olds are entitled to 30 hours a week.

Eligible working parents of 3 & 4 year olds who are accessing their universal entitlement can also apply for the 'extended' entitlement of a further 15 hours a week over 38 weeks (30 Hours Free Childcare). This equates to a total of 1140 hours funding per year.

Please visit www.childcarechoices.gov.uk to check eligibility.

Fees for childcare outside of this free entitlement are outlined below.

Session Times	Session Rates
Early (8am-9am)	£6.50
Morning (9am-12pm)	£19.50
Afternoon (12pm-3pm)	£19.50
Late (3pm-5pm)	£6.50

If eligible, Parents/Carers are required to nominate an agreed pattern of attendance for their free entitlement, which cannot be altered during a term.

Please Note:

- Fees are generally subject to revision each September, although they can be reviewed at any time
- Any requests for changes to sessions must be made in writing to Wickham Pre-School and require four weeks' notice. Notice of less than four weeks will result in normal fees being paid until the end of the notice period.

Children of Wickham Pre-School staff, who are attending Wickham Pre-School, are eligible for a 25% discount on paid session rates.

Invoices and Payment

When your child is offered their place at Wickham Pre-School, you will be issued with an invoice for charges relating to the whole term. Please note that charges are payable in advance, arrangements can be made to make payments on a monthly basis at request.

Please note invoices will be emailed to you using the email address that you provide on your child's registration form.

It is your responsibility to check that you have paid your fees on time.

The easiest way to pay your fees is via our online payment system Scopay www.scopay.com. If this payment method is not possible then please contact the Pre-School.

The Pre-School is registered to receive Tax-Free Childcare payments. Our Ofsted registration number, which is 2668387. It is your responsibility to ensure Tax-Free Childcare payments are received by us before the invoice 'due date'.

As the receipt of prompt payment is critical to the effective operation of the pre-school, failure to make full payment by the specified date may result in the suspension of your child's paid childcare place or any 'paid for' additional hours. Written notification will be issued in such instances. Please see the pre-school Debt Recovery Policy for further information.

Late Payment

Late payments cause a great deal of additional administrative work. Payments will be classed as 'late' if the full invoice has not been paid within 28 days of the invoice date. Late payment fees will result in the suspension of the paid childcare place. Please see the pre-school Debt Recovery Policy for more information.

Fees and Terms and Conditions

Fees and Terms and Conditions will normally be reviewed annually. However, we reserve the right to review and amend our fee structure and/or Terms and Conditions at any time. At least one calendar month's written notice of any change will be given.

Notice Period

A minimum of one calendar month's written notice of your intention to withdraw your child(ren) from the pre-school must be given, or one calendar month's fees will be charged in lieu of notice.

A minimum of one calendar month's written notice of any request to change your child(ren)'s regular pattern of attendance, to reduce the number of days or hours your child(ren) attends pre-school, must be given, or one calendar month's fees will be charged in lieu of notice. We ask for written notification to avoid any potential misunderstandings that may arise. Please note requests are subject to availability of spaces.

Settling Sessions

Children are given up to 3 settling sessions before they start at the pre-school at no charge. This is a flexible process depending on the needs of the child. The first session is accompanied by the parents/carers to meet your child's key person and complete the relevant paperwork. You will then be given an opportunity to leave your child for a short time. The second and third session, if needed, are for your child to stay on their own. The sessions last approximately 1 to 1.5 hours each. Any sessions for children under the age of 2 must be accompanied.

Sickness and Other Absence

Like most childcare settings, fees will not be waived in respect of any absence on a child's standard days or any pre-booked additional hours. This includes family holidays. We would, however, greatly appreciate being advised of any planned or unplanned absence.

Attendance Patterns

Children will have an agreed regular attendance pattern which can only be altered with suitable written notice (see 'Notice Period') and subject to the availability of places.

Inclement Weather

In the event of adverse weather, we will endeavour to open the pre-school as normal. In the event that the pre-school is not able to open or has to open with reduced hours because of adverse weather, full fees will still apply and we are unable to offer any refunds.

Nappies

Wickham Pre-School's policy is that all parents are to provide nappies for their child(ren).

Late Collection

We politely request that parents/carers collect their children punctually. In the event of a parent being unable to collect their child from pre-school, the staff must be informed of a nominated person who is able to collect the child. Should you be late collecting your child, a charge of £6.50 will be levied for every 15 minutes you are overdue. After 30 minutes we will contact the child's emergency contacts, and then Services for Young Children, and act upon their advice.

Parents/Carers should allow sufficient time for discussions with staff at the end of their child's session to ensure end of session time is not exceeded.

Confirmation

Failure to adhere to the above terms may result in the suspension of your child's place. Outstanding debts may be referred to Hampshire County Council's Income Collection Team, who may then refer to a debt recovery agency. Legal proceedings may form part of the debt recovery process.

By accepting **or continuing to accept** a place for your child, you agree to accept the Terms and Conditions stated above and any future variations (subject to one calendar months' notice being given of any such change).