Session Fees Policy

Policy owner: Stratton Pre-School (Cirencester)
Effective from: 30th September 2026
Review date: 30th September 2027

1. Purpose and scope

This policy explains how childcare fees are charged and reviewed at Stratton Pre-School. It applies to all parents and carers whose children attend the setting, including children accessing funded early education and childcare entitlements. Any individual arrangement must be agreed in writing by the manager.

2. Fees and payment

- Fees are £7 per hour for 3 and 4 years olds, and £8 per hour for 2 year olds. Fees are payable termly, in advance.
- Fees are based on the child's booked sessions and remain payable when the child is absent, including through illness or family holidays.
- Invoices will show booked childcare, funded hours, and any separately agreed charges clearly. Payment is due within 30 calendar days by BACS.
- Additional charges may apply for outings, extra hours or late collection. These charges and any voluntary alternatives will be explained in advance.
- Parents and carers must promptly tell the setting about any change that may affect invoicing, funding eligibility or the agreed attendance pattern.

3. Changes to sessions and ending a place

- Parents and carers must give 2 weeks written notice to reduce or end a child's place. Fees remain payable throughout the notice period, whether or not the child attends.
- Additional sessions must be booked in advance and will be charged at the rate in force on the date of attendance.
- The setting will give reasonable written notice if it must change or end a place, except where immediate action is necessary for safeguarding, serious breach of contract or non-payment.

4. Absence, closures and late collection

Fees remain payable when a child is absent because of illness, holidays or other personal circumstances. The setting will confirm whether fees or credits apply during

planned closures, public holidays or emergency closures in the parent agreement. Children must be collected by the end of their booked session. A late collection charge of £5 per 15 minutes may be applied to cover additional staffing costs. Persistent late collection will be discussed with the parent or carer and managed in line with the setting's safeguarding and late collection procedures.

5. Refunds and overdue payments

Any overpayment or fee charged in error will be credited or refunded. Other refunds or credits will be considered in accordance with the parent agreement and do not affect statutory rights. If an account becomes overdue, the setting will contact the parent or carer and may agree a payment plan. Continued non-payment may result in additional sessions being refused or the childcare place being suspended or ended after written notice, subject to safeguarding considerations and any requirements attached to funded provision.

6. Fee reviews and changes

Fees and additional charges will normally be reviewed annually to reflect staffing, premises and other operating costs. Parents and carers will receive at least 4 weeks written notice of any change. The setting will provide clear information about the new rates and the date they take effect.

7. Funded early education and financial difficulty

Funded early education and childcare entitlements will be offered in accordance with current government and local authority requirements and the setting's admissions arrangements. Funded hours are free at the point of delivery. Any charges for additional hours or optional services will be identified separately, explained clearly and will not be presented as a condition of accessing a funded place where an alternative must be available. Parents and carers are responsible for confirming eligibility, providing any required codes or declarations by the stated deadline, and notifying the setting of relevant changes. Anyone experiencing difficulty paying should contact [manager/name] promptly so that available support or a reasonable payment plan can be discussed confidentially.

8. Questions, complaints and acceptance

Questions about fees or funded places should be directed to Lisa Hooper at finance@strattonpreschool.co.uk . Concerns about how this policy has been applied

may be raised through the setting's complaints procedure. By accepting and retaining a place, the parent or carer confirms that they have received this policy and agree to the fee arrangements set out in the signed parent agreement.