



# Ditton Church Pre-School



## Funding and Fees Policy

### Statement of intent

At Ditton Church Pre-School (hereafter known as DCPS) we believe that we offer a level of service for which it is reasonable to recover our costs. DCPS is a not-for-profit charity and as such we will only recover funds sufficient enough to cover our overheads.

### Aim

To operate a financial system which is both fair, reasonable and in line with market value, which covers the cost of operating and maintaining the Pre-School.

### Methodology

#### Funded Children

- The government provide 30 hours funded childcare per child per week for all children aged 9 months and above with eligible working parents. Ditton Church Pre-School take children from around the age of two and a half years (see admissions policy)
- Funding can be split over a maximum of 3 settings and is claimed from Kent County Council (KCC) by the setting.
- The funding claimed is based on the hours which DCPS can offer parents.
- Whilst we strive to meet the needs of the parents there is no guarantee that Ditton Church Pre-School will have the availability to offer the full funding entitlement to every child.



- DCPS is open for 26 hours per week for childcare and cannot therefore offer 30 hours per week to any child.
- Funding is claimed for a total of 38 weeks which covers the academic year and accounts for Bank holidays and normal school holidays. Staff Development Days are outside of the 38 weeks.
- Funding is available for children at 3 points in the year (Term 1 - September, Term 3 – January and Term 5 – After Easter).
- Parents/Carers (hereafter known as parents) are entitled to claim funding until their child reaches compulsory school age should they choose not to take up a place in a state-funded school reception class in the September following their child's fourth birthday.
- Parents of children entitled to either 15 (or 30) hours of funding will be charged for any additional hours they agree to take up at DCPS current fee rate. See **Table of Fees** below.
- Parents of children funded by KCC should note that, if they decide to switch their child to another setting they will not be reimbursed for any funding already received by DCPS. They would be required to pay the new Setting until such time as funding is available again.

### Fee Paying Children

- A notice period of four weeks (term-time only) must be given in the unlikely event that you wish to withdraw your child from Pre-School. Fees must be paid in full for this period. This applies to non-funded hours.
- Parents will be billed in advance for their agreed hours. Refunds will not be available for absence including (but not restricted to) short-term sickness or holidays. DCPS (in exceptional circumstances) reserves the right to review this on a case by case basis.
- DCPS reviews its fees annually. Any alteration to fees will come into force on 1<sup>st</sup> September following the review. Notice will be issued to parents prior to this and will be advertised on the website.
- Fee paying rates for three year olds begins in the term that follows the child's 3<sup>rd</sup> birthday. For example, if the child turns 3 in term 1, they will begin paying 3 year old fees in term 2.

### Lunchtime

- Packed lunch must be provided by parents for all children attending the afternoon session or staying for a full day.
- Children attending the morning session only will not eat lunch at Pre-School.



## Table of Fees

<b>Sessional rates</b>	<b>2 Year Olds</b>	<b>3+ Year Olds</b>
Morning session 9:00 – 12:45	£30.00	£26.00
Afternoon session 12.45 – 15:30	£22.00	£17.00
<b>Consumables</b>		
Morning (Snacks)	£1.00	£1.00
Mornings (Sundry Items)	£0.50	£0.50
Afternoons (Sundry Items)	£0.50	£0.50
Christmas Party/Nativity (per hour)	£7.00	£7.00

## Invoicing

- Invoices will be sent out at least two weeks prior to the start of Term.
- Full settlement must be received before the start of term to which the invoice applies.
- DCPS prefers to receive payment by bank transfer in order to maintain security and reduce costs.
- Only the DCPS administrator or senior member of DCPS staff have the authority to receive cash payments. Pre-School staff that are looking after children cannot accept cash payments.
- In the event that parents have to pay in cash or cheque it is their responsibility to ensure that they receive a receipt for their payment as disputes cannot be resolved without one.
- Parents paying by bank transfer will receive an acknowledgement of payment.

## Non-Payment of Fees

- It is the responsibility of parents to inform the DCPS Administrator or Treasurer of any difficulties they may be facing in respect of making payments.
- If full payment has not been received within 3 days after the invoice date, a reminder will be sent to the parents.
- DCPS will charge a £10 administration fee for **each** Fee reminder letter sent out. The fee will be added to any amount already outstanding.
- If full payment has not been received within one week of the date of the reminder, the child's place shall be immediately withdrawn.



- In cases of extreme financial hardship and at their sole discretion the DCPS Manager, Treasurer or Chairperson may permit continued attendance of the child on the understanding that the parent provides a written commitment to an acceptable payment schedule. However, if the payment schedule is not adhered to, the child's place shall again be immediately withdrawn.
- In all such circumstances DCPS reserves its legal right to pursue repayment of any outstanding fees.

### **Snacks and Consumable Materials**

- Consumables such as cooking ingredients, snacks, suntan lotion and some other consumable materials used in Pre-School are not included in either Local Authority Funding or Session Fees.
- At the start of each term the parents of all children attending the Pre-School will be invoiced for consumables.
- Parents that wish to opt out of paying for consumables should make arrangements with the Pre-School management to provide suitable consumables and snacks in line with healthy eating policies and allergy considerations.

### **Optional extras**

From time to time there may be additional events and related items that are not included in funding or fees for which a small charge will apply. For example, we provide a Christmas party with entertainment and a present from Father Christmas

### **Closures in Exceptional Circumstances**

- In exceptional circumstances DCPS may have to close. Wherever possible notice will be given to parents and information will be posted on our website ([www.dittonchurchpreschool.org](http://www.dittonchurchpreschool.org)).
- In the event of this occurring DCPS will offer parents a refund for those closed days (of any fees already paid).

### **Late/Non-Collection of Children**

- DCPS reserves the right to make an additional charge for children who are not collected on time at school end. The Pre-School operates out of shared premises and as such cannot impinge on the next user's time.
- Parents will be asked to sign the Pre-School register if they are late collecting their child and will be reminded of the need to collect them on time.
- Parents who are persistently late will be charged a Late Collection fee, derived from the following:
  - Up to 30 minutes late the charge will be £12.



- Over 30 minutes late a further £12 will be added for each 15 minutes or part thereof.
- Late Collection fees may be waived at the sole discretion of the Setting Manager and/or the Officers of the management committee.

**Holding Fee**

- Parents will be charged a £25 ‘Holding Fee’ by DCPS when they confirm that they wish to accept the offer of a place. We do not charge holding fees to ‘Free for Twos’ children.
- The Holding Fee will be refunded in the child’s first half term or 6 weeks at Pre-School, whichever is sooner. If a parent chooses to withdraw their child from DCPS the amount is not refundable unless more than one months’ notice is given.

**Complaints**

- If you are not satisfied with the way your child has received the free entitlement, please follow our complaints procedure, available on our website.
- If you are not satisfied with the response you get from Ditton Church Pre School, KCC has a secondary complaints process you can follow, which you can access on the following link: [www.kent.gov.uk/about-the-council/complaints-and-compliments/complaints/free-early-years-and-childcare-appeals-and-complaints](http://www.kent.gov.uk/about-the-council/complaints-and-compliments/complaints/free-early-years-and-childcare-appeals-and-complaints)

<b>This policy was adopted by</b>	Ditton Church Pre-School Management Committee
<b>Date</b>	January 2026
<b>Signed on behalf of the Management Committee</b>	.....
<b>Role of Signatory</b>	Chair of Management Committee
<b>Next Review Date</b>	January 2027