

Laugh and Learn Pre-School

Fees Policy/Agreement

(to be read in conjunction with our Admissions Policy)

General Welfare Requirements in accordance with the EYFS

Every child deserves the best possible start in life and the support that enables them to fulfil their potential. Children develop quickly in the early years and a child's experiences between birth and age five have a major impact on their future life chances. A secure, safe, and happy childhood is important in its own right. Good parenting and high-quality early learning together provide the foundation children need to make the most of their abilities and talents as they grow up.

Policy/Agreement Statement

At Laugh and Learn Pre-School we feel that all children from aged two years old and upwards should have equal access to 'value for money' quality childcare provision regardless of social or economic circumstances. We offer excellent pre-school childcare at very affordable prices but are also dependent on fees to pay our staff, running costs and premises costs. This policy seeks to establish an understanding and agreement between the pre-school and all parents about the expectations regarding the payment of pre-school fees. This fees policy and fees agreement forms part of the contract with the parents/carers and Laugh and Learn Pre-school.

Current Fees (To be reviewed April 2026) -

Current opening hours (Open 38 weeks per year):

½ Hour Early Bird session	Monday - Friday	08.30am - 09.00am
3 Hour Session	Monday - Friday	09.00am - 12.00pm
5 ½ Hour Session	Monday - Friday	09.00am - 14.30pm
New 7 ½ Hour Session	Monday - Friday	09.00am - 16.30pm

From Sept 2025

The hourly rate for 2-year-olds is currently £7.40 based on a higher staff ratio of 1:4

The hourly rate for over 3-year-olds (*once in receipt of the Free Entitlement*) is currently £6.80 based on a staff ratio of 1:8

Current Session Fees for 2-year-olds:	Current Session Fees for over 3-year-olds:
½ hour session for 2-year-olds £3.70	½ hour session for 3-year-olds £3.40
3-hour session for 2-year-olds £22.20	3-hour session for over 3-year-olds £20.40
5 ½ hour session for 2-year-olds £40.70	5 ½ hour session for over 3-year-olds £37.40
7 ½ hours session for 2-year olds £55.50	7 ½ hours session for 3-year olds £51.00

Any additional hours over and above any Government funding will be charged at the above hourly rates

Government funding is intended to deliver 15 to 30 hours a week of standard flexible childcare for parents to access continuous blocks of funded hours throughout the day with no artificial breaks. The current funded entitlement is meant to provide standard provision for your child, which includes the staffing, using the ratios stated in the statutory guidance and materials and resources to support all areas of learning in the EYFS to support each child's development.

It is NOT intended to cover the cost of food for snacks, other consumables, activities, trips classes and enhanced learning experiences. Parents can therefore expect to pay for any food offered by the provider and to pay for other consumables or additional activities with our consumables charge.

Our current charges are:

Snacks-£0.50 per day

Consumables- £1.00 per morning session or £2.00 per a 2.30pm finish session

Activities, classes, trips, and enhanced learning experiences- £0.50 per day

Snacks- daily snack to include a choice of fruits, vegetables and cheese

Other consumables include.

A contribution towards sun protection, nappy sacks, and wipes,

Seasonal drinks and refreshments- hot chocolate, squash, ice pops and lollies.

Food tasting- e.g., foods from countries of the world, Chinese New Year, pancake day, cream teas etc.

Celebration events-Mothers and Father Day, Patron Saint days, Easter, Christmas events and gift from Santa,

Sports Day, Valentine's Day, sunflower growing competition etc

End of term events- Picnic, teddy Bears picnic, Graduation etc

Activities, trips, classes and enhanced learning experiences.

A contribution towards our extracurricular morning lessons eg. yoga, music/fitness, cooking class,

Trips to our local nursing home

Weekly enhanced learning experiences- hatching ducklings, Pet week, caterpillar's/butterflies, and extensive weekly themed activities.

This list is not exhaustive.

If parents choose to opt out of paying our additional consumables charge, we will supply them with a list of which consumables they will need to supply themselves such as snack (in line with our healthy eating policy), wipes, sun protection etc for your child to use each day they attend preschool and which trips and activities they will not be able to participate in.

We always strive to keep financial costs to a minimum for our parents and understand that in these challenging financial times that some of our families may struggle with any costs. We therefore encourage our families to talk to us if this affects them so we can discuss the option of parents supplying consumables themselves, charging a reduced rate or waiving costs. The consumables charge is already automatically reduced for those children in receipt of the Local Authority 2-year funding for low income and SEND families and waived for children in the care system.

Procedures:

- Fees and consumables charges are paid half termly (i.e., six times a year) **in advance by the first day of each half term.**
- Additional hours (those above the agreed normal hours) will be charged in advance within the half term's invoice.
- Fees and consumables charges need to be paid by bacs (details on invoice), or childcare vouchers. We are unable to accept payments in cash.
- There is a £10 administration charge for ALL late fee's payments.
- Non-payment could result in the loss of your child's place.
- All fees and consumables charges are reviewed annually.
- Fees and consumables charges are still payable in the event of any absences by the child, for example Bank Holidays, holidays, or sickness.
- Fees and consumables charges are still payable in event of pre-school having to close due to unforeseen circumstances that are beyond of our control (e.g., lack of staff due to illness such as COVID or Norovirus, circumstances due to bad weather, unable to use premises due to heating failure, floods, damage to premises causing it to be unsafe for our use etc). Our Pre-school will endeavour where possible to remain open however, when these conditions occur, all fees are still payable.
- In accordance with our Admissions Policy, a £35 registration fee is payable **before** a place can be offered. The registration fee will be returned once the child has taken up their place with us by way of a credit against any fees due.

- **The minimum number of sessions any child can attend is two sessions per week.**
- Late collection of your child will be charged at £10 for the first 15 minutes and £10 for every additional hour (or part thereof) after that.
- 12 weeks' notice must be given in writing if you wish to withdraw your child, and this will commence from the date the written notice is submitted to us.
- A 50% non-refundable fee will be payable for each term if you decide to defer your child once a place has already been offered. If the pre-school decides your child is not yet ready this fee will not be payable.

Government Funding

Laugh and Learn Pre-school is registered to receive government funding. All children attending the pre-school of above age 3 are entitled to up to 15 hours of Universal Funding. This includes 2-year funding where relevant. In addition, some qualifying working parents may be eligible to claim an up to an additional 15 hours of Extended Funding (see eligibility criteria on the Government website).

- Children are eligible for 15 hours Universal Funding the term following their 2nd or 3rd birthday until he/she starts school as follows:

Children who are 2 or 3 between:	Are eligible for funding from:
1 April and 31 August	1 st September
1 September and 31 December	1 st January
1 January and 31 March	1 st April

- Funded hours can be taken between the hours of 8.30am to 12pm or 2.30pm, Monday to Friday, Term Time only subject to availability. Any hours taken more than the funded hours per week are chargeable at the standard rate detailed above.
- When a child becomes eligible for a 3 year 15 hours Universal Funded place at pre-school, we will provide parents with a Parent's Declaration Agreement Form to complete and return to preschool along with proof of ID (either passport or birth certificate).
- If working parents believe that they are eligible for the 2 year or 30 hours Extended Funding for 3 year olds they will need to apply online (on the Government website) and provide us with the relevant code to enable us to claim the funding. The funding will only apply the term after the funding has been agreed and a code has been issued.
- An eligible child can attend a maximum of 15 Universal Funded hours or 30 Extended Funded hours in any one week (subject to availability) and this can be divided between providers if he/she is attending more than one setting.
- All funding is for 38 weeks a year only, and therefore if pre-school opens for any additional weeks, funded children will be charged for any additional sessions they choose to attend at the rates set out above.

Responsibilities of the pre-school are:

- To ensure that all invoices are as accurate and transparent as possible.
- To ensure that outstanding invoices are followed up and fees collected.
- To ensure that changes to fees detailed above are communicated to parents openly and transparently.

Responsibilities of parents are:

- To read and fully understand this policy.
- To sign and agree our preschool funding agreement.
- To pay the invoices promptly and in full by any of the methods described on the invoice.
- To speak to the pre-school in confidence about any issues around being unable to pay the full amount in one lump sum of any additional session fees, and to reach an agreement with the pre-school on how and when session fees shall be paid and ensure that this is still in advance of when the child attends the setting.
- To agree which consumables will be supplied by the parents if they choose to opt out of our consumables charge.

General Data Protection

We will adhere to the principles of the General Data Protection Regulations (2018) when collecting and processing information about you and your child. We explain how your data is processed, collected, kept up to date in our Privacy Notice which is given to you in our Welcome Pack or upon request.

Monitoring and Review

It is the role of the Owner/Manager and all Staff to ensure that this policy is fully implemented.

This policy links in with the following EYFS key themes and commitments:

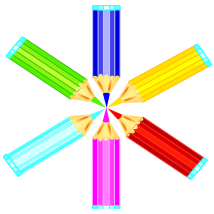
A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.2 Inclusive practice	2.1 Respecting each other 2.2 Parents as Partners 2.3 Supporting Learning 2.4 Key Person	3.1 Observation, Assessment and Planning 3.2 Supporting Every Child 3.3 The Learning Environment 3.4 The Wider Context	

This policy was written and effected by Sharon Bennett, Owner of Laugh and Learn Pre-School after discussion and review with staff and parents in the Spring Term of 2025.

Signed: *Sharon Bennett*

Dated: March 2025

This policy will be reviewed in the Spring Term of 2026



Fees agreement

I confirm that I the parent/carer have read, understood, and agree the Terms and Conditions outlined in this agreement and agree to pay for any additional fees for sessions over and above the Funded sessions I receive for my child as well as the daily consumables charge.

This agreement must be signed by the person with Parental Responsibility and/or those who are accepting responsibility for paying fees and consumables.

Signed on behalf of Laugh and Learn Preschool

SIGNED: _____ *S Bennett* _____

PRINT NAME: _____ Sharon Bennett _____ DATE: _____

(Parent/Legal Guardian)

SIGNED: _____

PRINT NAME: _____ DATE: _____

OR

Fees agreement

I agree to pay for any additional fees for sessions over and above the Funded sessions I receive for my child. But I choose to opt out of paying consumables fees and agree to supply the following:

- Daily snack for my child (we accept either fruit, vegetables, or cheese in line with our policy)
- Additional snacks for event days
- Wipes
- Nappy sacks as appropriate
- Sun protection
- Resources for some activities as they arise.

I understand that my child may not be able to participate in all activities, classes and trips offered.

Signed on behalf of Laugh and Learn Preschool

SIGNED: _____ *S Bennett* _____

PRINT NAME: _____ Sharon Bennett _____ DATE: _____

(Parent/Legal Guardian)

SIGNED: _____

PRINT NAME: _____ DATE: _____

Our consumables charges have always been voluntary, and we would always encourage parents to talk to us if there are any financial reasons that they are unable to pay so we can support you. In addition, we already offer a reduced rate for families on the Local Authority Funding 2-year-olds for low-income families and waive costs for children in care.