



Fees Policy

Policy Statement

Hemingbrough Pre-School is a registered charity committed to providing high-quality, affordable early years education and care. Income from fees enables us to maintain our provision, invest in resources and meet our day-to-day running costs.

We aim to ensure our fees are clear, transparent and applied fairly to all families. This policy explains how fees are charged, how payments should be made and the arrangements in place should payment difficulties arise.

Payment of Fees

Invoices are issued electronically at the end of each month for the month ahead. Payment instructions are provided on each invoice. Invoices are payable by the 20th of each month.

Where families experience temporary financial difficulties, parents/carers are encouraged to speak with the Manager as soon as possible. Alternative payment arrangements or repayment plans may be agreed, subject to Committee approval where appropriate.

Childcare Fees

Childcare fees are charged for all non-funded hours attended.

A child's agreed sessions reserve their place within the preschool. For this reason, childcare fees remain payable during periods of absence, including sickness and family holidays.

Session	Fee
9.00am–12.00pm	£18.00
12.00pm–3.00pm	£18.00
9.00am–3.00pm	£36.00

Current hourly rate: £6.00 per hour.

Voluntary Consumables Contribution

Parents/carers are invited to make a voluntary contribution towards the cost of healthy snacks provided during each preschool session.

Current contribution:

- 75p per half-day session
- £1.50 per full day

This contribution is entirely voluntary and is not a condition of accessing either a funded or paid childcare place. Parents/carers who choose not to make the voluntary contribution may instead provide a suitable healthy snack from home for their child.

Where parents/carers provide a minimum of four weeks' written notice of a planned holiday, the voluntary consumables contribution will not be charged for the sessions missed during that period. Childcare fees will continue to be payable to retain the child's place.

Late Collection

Children should be collected promptly at the end of their booked session.

A child who has not been collected by 12.00pm or 3.00pm will be regarded as having been collected late.

A late collection charge of £5 per occurrence may be applied at the Manager's discretion, taking into account the circumstances and any pattern of repeated late collection.

Review of Fees

Fees and voluntary consumables contributions are reviewed annually by the Committee during April. Parents/carers will receive a minimum of one month's written notice of any changes. In exceptional circumstances, the Committee reserves the right to review fees outside the normal annual review where significant changes to operating costs or funding arrangements make this necessary.

Non-Payment of Fees

- A reminder letter and copy invoice will be issued.
- If payment or communication is not received, a second reminder will be sent.
- Continued non-payment may be referred to the Committee.
- Repayment plans will be considered where appropriate.
- Where necessary, the Committee reserves the right to suspend sessions or pursue recovery of outstanding fees through the appropriate legal process.
- The preschool reserves the right to recover any reasonable administration costs incurred in pursuing outstanding debts.

Monitoring and Review

This policy will be reviewed annually, or sooner where changes to legislation, funding arrangements or operational requirements make this necessary.

Policy Information

Ofsted Registration Number	400250
Policy Adopted	5 July 2026
Approved By	Committee
Review Date	April 2027

Manager: Summer Andrews

Chairperson: Gemma Howard