



Brenchley Preschool

Fee Policy

This policy provides important information about our fees and our delivery of funded early years entitlements. This policy forms part of your Terms and Conditions of attendance at Brenchley Preschool Limited.

Brenchley Preschool is open 38 weeks of the year (term time).

We take children from their 2nd birthday

Provision

. As part of our Ofsted registration we are able to care for 38 children under the age of 5 years

Opening hours

Full Day	9.00am – 3.30pm	6 ½ Hours
Morning Session	9.00am – 12.00pm	3 Hours
Afternoon Session	1.00pm – 3.30pm	2 ½ Hours

Early Drop Off - 8.45am – 9.00am (£2.50 charge)

Breakfast Club – 7.30am to 9.00am (£8 per hour)

Twilight Club – Up to 6pm (£9 per hour)

Late Pick Up – 3.30-3.45pm (2.50 charge)

Fees

Our fees are £8per hour.

Free Early Years Funding

Brenchley Preschool offers

- **Early Year Working Parents Entitlement (30 Hours)**
- **Free for Two Funding (15 Hours)**
- **3 & 4 Year old Funding (15 Hours)**

In Kent, children becoming eligible to claim their free early education from

A child Born between	
1 st April – 31 August (inclusive)	The start of Term 1 following their eligible birthday (after summer holidays)
1 st September to 31 st December (inclusive)	The start of Term 3 following their eligible birthday (after Christmas and New Year)
1 st January to 31 st March (inclusive)	The start of Term 5 following their eligible birthday (after April holiday)

Please note it is the Parents/Carers responsibility to apply for an eligibility code for the Working Parent's Entitlement and FF2 Funding and supply the Preschool with this code

It is also the Parent/Carers responsibility to re-check their eligibility code every three months through the government portal. Branchley Preschool have no influence over this process and cannot be held responsible for the failure of Parent/Cares to provide the required information to HMRC.

Funding may be split between two providers. If parents are splitting their entitlement, parents will need to inform us whether the hours claimed are universal or extended on the Parent Declaration Form.

Late Charge

We appreciate that unavoidable events sometimes transpire but we reserve the right to charge fees if a parent does not pick up their child at the end of allocated session.

Parents not collecting their children by 3.30pm attending full day/afternoon session will firstly be allocated a Late Drop Off place (chargeable). If child not picked up by 3.45, they then will be allocated a space in Twilight Club and a charge will be made.

Morning/Afternoon Session late collection fees. £5 for every 15 minutes for repeat offenders

Payment Methods

Branchley Preschool accepts payments from Tax-Free Childcare Accounts, bank transfer, childcare vouchers

Tax Free Childcare

Tax-Free Childcare is a government scheme that allows eligible parents to open an online account to pay for childcare. The Government contributes 20% for every pound you pay. To check your eligibility please visit www.childcarechoices.gov.uk

Attendance during funded sessions

If parents take their child out during funded hours we are not required to provide alternative sessions. We expect parents to ensure children attend the sessions they are allocated, however, should a child need to be absent we require parents to contact the preschool via telephone or email the reason why the child is absent which is recorded within our Attendance Log as we are required to monitor your child's attendance. This links to our Admissions and Attendance Policy

As Government calculate funding during headcount weeks, which is calculated for the term, parents will not be re-funded or grants swapped between settings should they move settings during the term under the Universal (15 hr) scheme, however this will be able to be transferred to another setting within the Extended (30 hr) funding.

Illness/Absence

No refund will be given in the event of a child's absence due to illness, holidays bank or public holidays or emergency closure

Invoices

We will issue an invoice at the beginning of each term and payment should be made within 30 days. These will be itemised to ensure they break down separately into free entitlement hours and additional private paid hours and voluntary snack contribution.

Late Payment of Fees

- Invoices must be paid within 30 days of the date on the invoice. If you pay monthly, by the next month and by the end of the week if you pay weekly.
- If you are experiencing financial hardship please speak to the Pre-School Manager.
- If fees are not settled we are left with no alternative but to withdraw your child's place and if necessary take legal action to recover the amount owed.
- If a child's place is withdrawn due to non-payment of fees the pre-school has the right to refuse a place to younger siblings until outstanding fees are settled. Outstanding debts will be collectable for a period of seven years after the debt is accrued.
- Children in receipt of the Free Early Education Entitlement will not be able to access additional fee paying hours until any outstanding fees are settled.

Unplanned Closures

There may be situations that occur for unplanned closures. Please refer to our Emergency Procedure policy re closure of pre-school.

- Weather conditions do not permit pre school to open
- Emergency services enforce closure due to safety issues ie gas leak, burst pipes, flood etc
- Brenchley & Matfield CofE Primary School suggest closure due to no electricity, heating, water supplies etc
- Staffing issues do not permit pre-school to open.
- Pandemic Flu or other outbreaks of infectious diseases
- Partial or Full Lockdown

This Policy was reviewed at a Management Meeting held on 1st September 2025



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Mrs Victoria Relle – Chairman of Brenchley Preschool