



The Butterfly Rooms (Incorporating Woodlands) Ltd

Fees and Charging Policy

Our current fees and charging policy arrangements are set out below. We reserve the right to revise and amend our fees at any time throughout the year.

- 38-week contract (term time only)
- 52-week contract (year-round care)

We are closed on all bank holidays. Charges for these days apply as outlined in your contract.

FEES

CHILDREN AGED 0-2 years £ 12.75 per hour

CHILDREN AGED 2-3 years £12.75 per hour

CHILDREN AGED 3-5 years £12 per hour

WRAP AROUND CARE: Breakfast/Afterschool club £28 per day/ Holiday club £9 per hour.

SEND DROPED RATIO - MAY VERY

DISCOUNTS. (please note only one discount per child can be used at any one time)

A 10% discount is applied to one child if two or more siblings attend the setting at the same time.

Staff are entitled to a 25% discount.

NHS workers are entitled to a 15% discount.

PAYING FEES



Deposits

A one-week deposit is required for all children, payable 14 days prior to the start date. This deposit will be held and used in the event of non-payment.

Payments

- Weekly Payments: All payments must now be made weekly via BACS on the monday childcare is provided.
- Changes to Hours: Adjustments will result in a new invoice and may require a top-up deposit.
- Receipts: Available upon request.
- Ongoing Fees: Payable even if your child is absent due to illness, holidays (including bank holidays), or other reasons.
- Late Payments: Overdue fees will incur an 8% weekly interest charge.

- Non-Payment: May result in your child being refused entry, with charges still applying.
- Unnotified Absences: Two weeks of absence without notice may result in removal from our register.

Payment Policy Reminder

We kindly ask that all fees are paid promptly and that payment covers all booked hours and days, including any absences due to illness, Bank Holidays, or other reasons.

If you are experiencing financial difficulties that may affect your ability to pay fees, please let us know as soon as possible. We are here to support you and can offer guidance on a range of alternative payment options.

GOVERNMENT FUNDING

Universal Entitlement (No Application Needed)

- All 3 and 4 year olds: Eligible for 15 hours/week of free early education for 38 weeks or split funding across 52 weeks is 11 hours per week.
- Starts the term after the child turns 3.
- No income or work requirements.
- Your childcare provider will claim this on your behalf.

Working Parents Entitlement (Application Required)

From September 2025

- Children aged 9 months to school age: Eligible for 30 hours per week over 38 weeks or 22 hours over 52 weeks.
- Starts the term after the child turns 9 months.
- Must apply via Childcare Choices.

Eligibility Criteria

- You (and your partner, if applicable) must:
 - Each earn at least the equivalent of 16 hours/week at minimum wage:
 - £195/week if aged 21+
 - £160/week if aged 18–20
 - £120/week if under 18 or an apprentice
 - Earn less than £100,000/year (adjusted net income)

You can still qualify if:

- You're on maternity/paternity/adoption leave
- You're self-employed or recently started a business
- Your partner works and you receive certain benefits (e.g., Carer's Allowance)

Application & Renewal

- Apply up to 16 weeks before your child turns 9 months.
- You'll receive a code to give to your provider.
- Reconfirm eligibility every 3 months via your GOV.UK childcare account.
- Deadlines:
 - 31 August for September term
 - 31 December for January term
 - 31 March for April term

2-Year-Olds on Benefits

- If you receive Universal Credit (earning under £15,400/year) or your child has an EHCP or is looked after, you may be eligible for 15 hours/week from age 2

Notes

- Funding is for 38 weeks/year, but some providers offer “stretched” hours across more weeks.
- You may still need to pay for meals, nappies, or trips.
- Informal care (e.g., grandparents) does not qualify for funded hours.

HOW TO PAY FEES

Weekly Payments: All payments must now be made weekly via BACS, to the account stated on the invoice.

tax free childcare and the childcare grant payment service:

Childcare Vouchers: Offered by some employers as a tax-efficient way to pay.

Tax-Free Childcare Account (UK): Government scheme where parents pay into an account and receive a top-up.

Universal Credit or Other Benefits: Some families may receive help with childcare costs through government support.

We are not able to accept cash in the setting.

Deposit Payment Information

To secure your child’s place, a deposit is required. This can be paid via BACS (Bank Transfer) using the following details:

- Account Name: The Butterfly Rooms
- Account Number: 22296980
- Sort Code: 60-05-29
- Payment Reference: *Your Child’s Full Name* (please ensure this is included for identification purposes)

Weekly Payment Setup

For ongoing weekly payments, our Finance Team will send you an email with instructions to set up a Direct Debit. Please follow the step-by-step link provided in the email to complete the setup.

Important Notice

Please ensure that all outstanding fees are fully paid before your child leaves the setting. Failure to settle any outstanding balance may result in legal action, and any associated costs will be added to your account.

Notice Period

If you no longer require a place at the Pre-School/Nursery, we kindly request a written notice of four weeks for paying families or one terms notice if funded.

BUTTERFLY
ROOMS

This policy was adopted by

On

Date to be reviewed

Signed on behalf of the Management
committee

The Butterfly Rooms Ltd

12th December 2025

12th December 2026



Name of signatory

Miss Aimee Thompson



THE
BUTTERFLY
ROOMS