



Policies

FEES POLICY

Hatch Warren Under Fives and Kempshott Under Fives Preschool, will hereafter be referred to as the "Preschool"

Statement of Intent

To introduce a fee policy that is fair and reasonable for all families, and will ensure that the preschool is run in a financially viable manner.

Review of Fees

We recognise that the cost of registered childcare may seem expensive to a parent/carer. However, providing a high quality, safe and stimulating service for children is expensive and to ensure the continued high standards and sustainability of the service we must ask that parents/carers respect our policy in respect to fees.

The level of fees will be set periodically by the preschool Committee and be reviewed in light of the settings financial position, its future strategic plans and any other broader economic or social considerations deemed relevant.

Fees

The fees from September 2025 are:

Preschool £6.00 per hour in line with HCC funding.

Under 3s £6.75 per hour in line with HCC Under 3s funding.

Consumables Charge

You will automatically be opted in for consumable charges, which are charged termly, however, you can opt out on a termly basis. The introduction of a consumables charge reflects the growing financial pressures that the childcare sector is facing.

We are continually undertaking cost reduction exercises, however the consumables fee has been deemed necessary to contribute to the sustainability and quality of the setting's provisions.

The consumables charge will be invoiced based on the number of hours your child attends in total, but will only be charged to those children receiving government funding and not paying hourly rate to attend.

Should you wish to opt out or discuss an alternative please speak to the Manager at the setting.

Charges based on hours:

Up to 10 hours per week - £1 per week.

10-20 hours per week - £2 per week

20 – 30 hours per week - £3 per week.

Breakdown of costs: 1/3 snack, toilet paper and PPE equipment, 2/3 for extracurricular activities such as Relax Kids, Elite football, Mother's Day and Father's Day celebrations and gifts, Christmas events and presents, easter and all sundries.

Sickness

If a child is absent due to sickness or other reasons the fee will remain in place as the preschool will have kept their place open and still have to employ and pay staff

Holidays

The preschool is currently closed on all Bank Holidays, thus no fee is collected for these days. If a child has a planned holiday that falls during term time, fees will remain in place as the preschool will have kept their place open and still have to employ and pay staff.

Invoicing

Invoices will be raised each term and will clearly identify both granted and billed sessions.

Payment

Fees are payable each term, and we request that all bills are settled within two weeks of receipt. The Preschool also offers options to pay in instalments, providing that all invoices are paid in full by the end of the term in which they are raised. If flexible payments are required, this must be discussed with the Preschool Manager or Finance Officer on receipt of the invoice.

Consumables can be opted in or out on a termly basis please email our Finance Officer on financepreschool@gmail.com if you wish to opt out or opt back in.

Fees can be settled by:

- Cheque Payments - Cheques should be made payable to Hatch Warren Under 5's Preschool. Please note that any bank fees incurred by the preschool due to returned cheques will be passed on to the cheque signatory.
- Cash Payments - Please put all cash payments into a sealed envelope with your child's name clearly written on the front. Please hand the envelope directly to the Preschool Manager or Deputy, so that it can be securely put away.
- Bank Transfer – you can pay electronically using the following details:

Hatch Warren Under 5's Preschool
Account Number : 71310231
Sort Code : 60-02-49

It is important to include the name of the child as a reference. We are unable to allocate the monies to the invoices without this details.

- Payment by voucher – we have accounts with the following providers:
 - Edenred Account number P20084110
 - Care-4 Account number 39263586
 - Sodexo Account number 809518

- Computershare	Account number 0017525866
- RGchildcare	Childcare ID 76333115334
- Fideliti	User Name HatchWarrenU5
- Gemilli	HA3590
- Childcare Grant	CCG9797946

- Early Years Education Grant – All children are eligible for the Early Years Education Grant funding the term after their 3rd birthday. The funding is for 15 hours per week per child (not settings or attendees), and if your child attends multiple settings this funding can only be used at a maximum of 2 settings.
The preschool is open for 37/38 weeks per year and the Grant Funding is for 38 weeks per year.
- Early Years Education – Children eligible for the Early Years Education Grant under the 2 Year Old Offer are required to complete an application form directly with Hampshire County Council. We can provide information regarding eligibility and can assist with the completion of forms if required. Please do ask if you have any enquiries. More information can be found on www.hants.gov.uk/eye with regards to eligibility criteria.
- Universal Credits - If you receive Universal Credit you may be able to get help towards the cost of childcare. For further details contact the universal credits helpline on 0800 328 5644 or visit <https://www.gov.uk/guidance/universal-credit-childcare-costs>

Hatch Warren & Kempshott Under 5's Preschool reserves the right to refuse to accommodate your child/children if bills remain outstanding for a period of 2 months or more, without notification to either the Preschool Manager or the Treasurer. Any child who receives the Early Years Education Grant will be allowed to attend preschool, but only for their funded hours.

Late Collection Charge

The preschool closes at 3pm, so please note that if a child is collected more than 15 minutes late a fee of £5 will be charged, increasing by £1 for every further 1 minute. The collecting parent/guardian will be asked to sign the late collection charge form attached, agreeing to the collection time.

Financial Difficulties

If parents/carers experience a change in financial circumstances or have difficulties in paying an invoice, please speak to the Preschool Manager, or the preschool treasurer as soon as possible, so that debts do not accumulate. Please be assured that all discussions will be dealt with sensitively and in complete confidence.

Late Collection Form

The preschool closes at 3pm, and in line with the fees policy a late collection fee is now applicable as your child has been collected more than 15 minutes after the official closing time of the preschool, and the preschool was not informed in advance.

This policy was adopted at a meeting of the Preschool held on:

Signed on behalf of the Preschool _____

Late Collection Form

I understand and accept that the parent/carer will be charged for the late collection of
_____ as follows:

First 15 minutes - £5 set charge £ _____

Each minute thereafter - £1 per minute £ _____

Total Late Collection Fee £ _____

Time of collection _____

Collected by _____

Name _____

Signature _____

Date _____

Signed on behalf of preschool _____