

## Fees Policy

Little Poppies Pre-School provides good quality and affordable childcare for the local community and as such we rely heavily on the prompt payment of fees to cover our day to day operational costs.

Little Poppies Pre-School offer 15/30 hours of funded early education to eligible children aged two, three and four years of age. Children become entitled to 570/1140 hours of Nursery Education Funding (NEF) over no fewer than 38 weeks of the year, the day following their second or third birthday (or the term following their 3<sup>rd</sup> birthday for universal funding). For further guidance or to check if you are eligible, please visit the Family Information Services (Derby) website.

Their entitlement continues until either the end of the term in which they become five years old or until they start school.

**Flying Start for 2 year olds** – to find out if you are eligible for this funding please visit the Families Information Services (derby) website or call 01332 640758. Please note Little Poppies Pre-School accept children from aged 2 years.

**Expanded 30 hours funding for 2 year olds** – An eligibility code is required. To see if you are eligible, please visit the gov.uk website.

**3 & 4 year old funding** – all 3 and 4 year olds are entitled to universal funding of 15 hours per week as detailed above.

**Extended 30 hours for 3 & 4 year olds** – An eligibility code is required. To see if you are eligible, please visit the gov.uk. website.

Fees are charged for children attending sessions which are not covered by Nursery Education Funding

### **Types of Fees**

1. Hourly fees: This is the fee charged to children who are not eligible for any type of funding and charged to children who exceed the 15/30 hours funding. Additional hours on top of FEEE are not mandatory and parents can opt out of purchasing additional childcare hours.
2. Voluntary Charge: The Government funding is intended to cover the cost to deliver 15 or 30 hours a week of funded, high quality, flexible childcare. It is not intended to cover the costs of meals, snacks, consumables and additional services. Parents can therefore expect to pay for these, although the charges must be voluntary for the parent.

The fee is agreed by the Pre-School Owner and management and any increase will be given one months notice. Please see below for a breakdown of voluntary costs.

### **Hourly fees from April 2026**

The hourly fee for children is £8.00 per hour.

Voluntary Charge is £2.00 per day.

Children who are picked up late will be subject to a charge of £20.00 for every 15 minutes.

Concessions will not be made for absences.

Children are not allowed to swap days, if they come on a different day to the days they are contracted to, the session will be charged at the hourly rate.

Invoices will be issued monthly or termly or you may pay weekly if you prefer but an invoice will not be issued for this option. These will be sent via WhatsApp or if requested a paper copy will be supplied. These are to be paid on time by the due date or a late fee will be charged.

We require one months notice period to any changes to your contract.

## **Payment of Fees**

We can receive payment by electronic bank transfer, cash, childcare vouchers and through the Government tax free accounts.

Bank details.... Account number – 13820850, Sort code – 54-10-56

To minimise administrative costs our preference is to receive payment via electronic bank transfer.

## **Late Payment of Fees**

Fees should be paid on or before the due date (the due date will be on the bill).

1. If it is not possible to pay the fees immediately and in full, please speak to the Manager as it may be possible to work out a payment plan paying weekly/daily – confidentiality will be assured. Please note that it may be possible to receive childcare payment help through childcare tax credits or childcare vouchers.
2. If payment has not been made on non-funded hours by the due date (nor a payment plan agreed) a reminder will be issued giving a final warning and a daily 5% charge will be added to the bill for each day the payment is late after the due date on the invoice
3. If full payment has not been received, nor a payment plan been agreed four weeks after the due date of invoice, then the Pre-school reserves the right to remove access to the child's non funded sessions immediately and offer them to another family, subject to the Pre-School's discretion i.e. taking into account any external factors relating to the child. The Pre-School may also take further action to recover the lost fees from the parent/carer.

## **Refunds**

1. Refunds will not be made for absence through illness, holiday or other, apart from in exceptional circumstances (at the discretion of the Pre-school owner).
2. Refunds will not be made if Pre-School closes a planned session due to adverse weather conditions/circumstances beyond our control.
3. Refunds will not be made where a child leaves or reduces their weekly sessions after the initial invoice has been issued.

# LITTLE POPPIES PRE-SCHOOL

Poppyfields Drive, British Legion, Mickleover, Derby. DE3 9GB  
Telephone 07789 393172 Open 8.00am to 4.30 pm daily



Now that we are a heavily Government funded Preschool, we ask our Parents for a 'Voluntary Charge' which is £2.00 per day for funded children. The Department of Education and our Provider Agreement Guidance from Derby City Council states that 'The Government funding is intended to cover the cost to deliver 15 or 30 hours a week of funded, high quality, flexible childcare. It is not intended to cover the costs of meals, snacks, consumables and additional services. Parents can therefore expect to pay for these, although the charges must be voluntary to the parent.'

This is a breakdown of the charge: -

£1.50 for snacks, foods for celebrations, wipes (for hands and faces), nappy sacks and suncream. Snacks are given twice a day at 9.30am and 2.30pm and consists of 2 different fruits and vegetables and a carb option (toast, crumpets, oats, cereal, yoghurt, breadsticks, crackers etc)

50p to deliver enhanced additional activities. These are activities that are not directly related or necessary for the effective delivery of the Early Years Statutory Framework. Examples of some of these are- pumpkins - at Halloween the children had their own pumpkin patch with all different sizes and coloured pumpkins, the older children used real hammers and nails to hammer into the pumpkins and all the children made slime with the flesh of the pumpkins, butterfly hatching, cake and biscuit decorating, messy tuff trays, planting seeds to keep at the setting and to take home, making bird feeders to keep at the setting and take home. A list of the activities will be on your voluntary charge invoice at the beginning of each term. This will be invoiced separate to any additional hours that you are contracted to.

This is all set out in our Fees Policy and your weekly amount is in your signed contract. If you have any questions with regards to this, please get in touch and we can have a chat.

Taking this voluntary contribution means that we can still offer flexible funding and not limit our funded hours from 9-3, Monday to Friday.

Thankyou for supporting us

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I have read and understand how the voluntary charge is used and agree to paying as set out in my contract.

Child's Name .....

Parent/Carer's Name .....

Parent/Carer's Signature .....

Dated .....