

## **Charging Policy – Upton Pre-school Group and Afterschool Club Ltd**

### **1. Purpose of this Policy**

This policy outlines how Upton Pre-school Group and Afterschool Club applies charges for childcare services, ensuring transparency, fairness, and compliance with statutory guidance.

### **2. Funding Entitlements**

- We offer the government-funded early education entitlement for eligible 2, 3, and 4-year-olds.
- Funded hours are provided free of charge; however, they do not cover additional services such as meals, snacks, trips, or extra activities.
- Funded hours can be taken as per our agreed session structure

#### **2 a Children that are not funded.**

Children that are not eligible for funding charges are as follows:

2 year olds £20 per session.2.5hrs

3 year olds £15 per session 2.5hrs

### **3. Additional Charges**

Where applicable, the following charges may apply:

- **Extra Activities/Trips:** Charged separately with prior notice.
- **Late Collection Fee:** £ 10 per 60 minutes after agreed collection time this will only apply to children staying for wraparound care (afterschool)
- **Snacks:** £1.00 Per week
- **Wraparound Care:** Breakfast Club £5 and Afterschool Club £9.
- **Dinner Club;** If your child stays for dinner club and this is over your funded hours we charge £5, if your child requires a hot dinner it costs £3.15.

### **4. Payment Terms**

- Invoices are issued monthly in advance.

- Payment is due by 1<sup>st</sup> of each month.
- Payments can be made via bank transfer, childcare vouchers, tax-free childcare and cash.

### **5. Absences & Holidays**

- Fees remain payable for booked sessions your child does not attend, including sickness and holidays, unless otherwise agreed.
- Funded hours cannot be “banked” or carried forward.

### **6. Notice Period**

- A minimum of 4 weeks’ written notice is required to reduce hours or withdraw your child from the setting.
- Fees remain payable during the notice period.

### **7. Review of Charges**

- Charges are reviewed annually and may be adjusted with at least a terms notice to parents/carers.

### **8. Contact for Queries**

If you have any questions about this policy or your invoice, please contact:  
Elaine Morris/Jeannette Tague/Stephen Morris