Plymtree Pre-school Service Charging Policy
Effective Date: 1 September 2025

Approved By: Clare Livingstone

Review Date: 1 September 2026

1. Purpose
This policy explains how Plymtree Pre-school sets and manages its service charges. It ensures that all fees are applied fairly, consistently, and transparently, in line with Devon County Council guidance and the Early Years Foundation Stage (EYFS) framework.

2. Scope
This policy applies to all parents and carers who use Plymtree Pre-school services, and to all staff responsible for administering fees, funding, and related financial matters.

3. Funded Early Education Entitlement
Plymtree Pre-school offers government-funded early education places for eligible 2-, 3-, and 4-year-old children. The preschool is open for 15 hours per week, so children can access up to 15 funded hours only. Funded hours are provided free at the point of delivery — no top-up fees are charged for funded sessions. Parents can choose to pay for additional sessions if available beyond their funded entitlement. Information about funded places and eligibility is available from Devon County Council or directly from the Pre-school.

4. Chargeable Services
Hourly Rates (for additional or unfunded hours):

• 2-year-olds: £7.50 per hour

• 3–4-year-olds: £6.00 per hour

Voluntary Consumables Contributions

We invite parents and carers to make a small voluntary contribution towards additional items and activities provided by the setting, including snacks, additional resources and activities such as dance sessions, as well as consumable items required in addition to those agreed to be provided by parents.

These contributions are entirely voluntary and are not a condition of accessing a government-funded childcare place. Parents and carers are free to opt out of any or all additional contributions without this affecting their child's place, attendance or access to their full Early Years Foundation Stage (EYFS) entitlement.

No child will be excluded, disadvantaged or treated differently because their parent or carer chooses not to make a contribution. Children whose parents or carers do not contribute will receive the same quality of care, experiences, activities and learning opportunities as children whose parents or carers choose to contribute.

Charges are as follow

• Monday and Wednesdays - £3.00 per child per session
£1 for Snacks, £1 for consumables, £1 activities

• Friday: £2.00 per child per session
£1 snack, £1 consumables

Optional Extras:
Additional costs may apply for special activities, outings, or events. These will always be clearly communicated in advance, and participation is optional.

5. Invoicing and Payment

Invoices are issued termly – in advance. Payment is due within 1 month of the invoice date. Accepted payment methods include bank transfer, cheque and Tax-Free Childcare.

6. Notice and Changes

Parents and carers must give 4 weeks written notice for any changes to attendance or to withdraw a child. Plymtree Preschool will provide at least one month's notice of any changes to fees or charging arrangements.

7. Refunds and Absences

Fees remain payable if a child is absent due to illness, holiday, or other personal reasons. Refunds will only be issued where the Pre-school is unable to operate (for example, due to an emergency closure).

8. Review

This policy will be reviewed annually or sooner if required by changes in government or local authority guidance.

Name: Clare Livingstone

Position: Setting Manager

Date: Nov 2026