



Little Owls Preschool Charging Policy

1. About Our Preschool

- 1.1. We provide sessional and school-hour childcare for children starting the term before their 3rd birthday.
- 1.2. Opening hours: 8:45am – 3:15pm, Monday to Friday, term time only. We are closed on teacher training days in line with the school calendar. These dates can be found on the school website.
- 1.3. Government funding covers up to 15 or 30 hours per week of free early education. It does not include meals, consumables, extra hours, or additional services.
- 1.4. All children receiving funded hours will have equal access to the same quality of provision, regardless of whether they pay for extras.

2. Free Funded Places (15 Hours)

- 2.1. All 3 year old children after the term after their 3rd birthday are entitled to 15 funded hours per week.
- 2.2. Funded sessions run from 8:45 – 11:45am, 12:15 - 3:15pm Monday to Friday.
- 2.3. Sessions must be booked termly and for three-hour block sessions, in advance and cannot be changed mid-term.
- 2.4. There is no charge for these funded hours.
- 2.5. A funding claim form must be completed and signed each academic year. Failure to return it will result in parents being charged for the sessions, as the school cannot claim funding. The school can support you in completion of these forms.

3. Free 30 Hours Funding Entitlement

- 3.1. Eligible families can access additional funded sessions: 8.45am – 3.15pm, Monday to Friday – term time only. To find out if you qualify, please visit <https://childcare.beststartinlife.gov.uk> and enter your details.
- 3.2. Sessions must be booked termly and for three-hour block sessions, in advance and cannot be changed mid-term.
- 3.3. Parents must apply for a 30-hour eligibility code online, without this code, your child will only receive 15 hours funded entitlement per week, term time only.

3.4. The eligibility code must be renewed every 3 months and shared with the Preschool. HMRC will remind parents when to reapply by email and/or text message.

3.5. A completed funding form, including the current eligibility code, must be signed each academic year.

4. Unfunded Childcare (Top-Up Sessions)

4.1. Families not eligible for 30 hours may book and pay for additional sessions, subject to availability.

4.2. Extra sessions cost £17.00 each (3 hours). They must be booked half-termly in advance. Ad hoc bookings may be accepted if space allows but cannot be guaranteed.

4.3. Regular sessions cannot be cancelled until the next half-term. Additional sessions may be added with the Preschool Administrators approval.

4.4. Payments must be by direct debit made via GoCardless; cash is not accepted.

4.5. Payment is required for all booked sessions, even if your child is absent. If adequate notice is given, sessions may be rescheduled at the discretion of the Headteacher.

4.6. All sessions must be paid in advance through GoCardless.

5. Lunch Session

5.1. Lunch runs from 11:45am to 12:15pm and there are no additional charges and form part of your child's funding entitlement.

5.2. Children may bring a healthy packed lunch or pre-order a school meal at £2.80 via Arbor. Cash is not accepted.

6. Snacks

6.1. Please provide your child with a fruit snack for their session.

6.2. A free carton of milk can be provided if parents register with <https://coolmilk.com/parents>.

7. Payment Terms

7.1. No deposits or registration fees are charged for any places.

7.2. We do not charge top-up fees on funded hours.

7.3. Unfunded sessions may be withdrawn if payment is not received.

Please speak to the Preschool Administrator in the school office if you're having payment difficulties.

8. Absences (Funded Hours)

- 8.1. There is no charge for absence due to illness or authorised leave.
- 8.2. Persistent absence may result in a review, funding being withdrawn, parents incurring the cost of the loss of funding from the Local Authority to the Preschool and possible loss of your child's place.

9. Unplanned Preschool Closures

- 9.1. If we must close due to circumstances beyond our control (e.g., severe weather), you will not be charged for any booked unfunded sessions. Funded sessions remain free, and we can still claim funding for short-term closures.

10. Breakfast / Afterschool Club (Wraparound care)

- 10.1. Children are able to attend the school wraparound care the term after their 3rd birthday (have to be toilet trained). Parents are required to book and pay for this at least 48 hours in advance using the Arbor app.

11. Early Years Pupil Premium (EYPP)

- 11.1. Parents who believe their child may be eligible for EYPP should complete the relevant section of the parental statement of undertaking contract when their child starts Preschool/or when reconfirming funding allocation each year.
- 11.2. Once confirmed by Leicestershire Local Authority, this funding will be allocated to support individual learning and development.

12. Disability Access Fund (DAF)

- 12.1. If your child receives Disability Living Allowance, the Preschool may be eligible for Disability Access funding which will benefit your child whilst they attend Preschool.
- 12.2. Please speak to the Preschool Administrator in the school office and parents to provide documentary evidence.

13. Late pick up

- 13.1 When parents are repeatedly late picking up a child, we reserve the right to charge for extra time. This will be a charge of £5 for every block of 15 minutes after the session ends, a charge will be made for every instance of late pick up.

Summary of charges

Type of session	Costs	Details	Payment method
15 hours universal funding (3 year olds)	£0	Funded by the government	N/A
30 hours universal funding (if eligible)	£0	Funded by the government	N/A
Additional sessions	£5.67 per hour	For hours additional to universal funding	GoCardless monthly direct debit
School lunch & dessert	£2.80 per day	Optional – Parent / Carer to pay	Arbor app
Snacks	£0	Child brings own	N/A
Milk	£0	Parent to register with Cool Milk to obtain free milk	N/A
Breakfast / Afterschool Club (Wraparound care)	• Breakfast Club 7.30-8.40am £5.20 • Afterschool Club 3.20-4.30pm £5.20 • Afterschool Club 3.20-5pm £7.80 • Afterschool Club 3.20-6pm (inc. food) £13.00	Optional - Parent/Carer to pay	Arbor app
Late pick-up fee	£5 per 15 mins block	Parent / Carer to pay	GoCardless direct debit

