



Registered Charity No: 1128799

# Hollies Pre-school

## Fees Policy

Last reviewed April 26  
To be reviewed March/April 2027

Fees

Invoicing

Salary Sacrifice

Government Childcare Vouchers (universal 15 hours)

Government Childcare Vouchers (extra 15 hours)

Government Childcare Vouchers (2-year-olds)

Session Cancellation/Additional Sessions

Late Collection

Administration charges



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## **Fees**

Fees are reviewed by The Hollies Management Committee in April/May each year and if increases are necessary notification will be issued before the end of June for implementation in September.

Fee increases are mostly based on external factors, which are out of the control of The Hollies Management Committee, including but not limited to: National Living Wage, Workplace Pension Contributions, inflationary pressures, and the rate which Cheshire East Council set for the 'free' childcare entitlement. Some of these external factors are determined part way through the academic year, i.e., the National Living Wage is set in the autumn to come into effect in the following April. In the unplanned event that any of these external factors, for example the National Living Wage were to be set at a level significantly above estimates and would severely impact on the financial position of the setting, then the committee reserves the right to review fee's part way through the academic year.

## **Invoicing and Payment**

### **Allocated Term Time Sessions (Pre-School, Breakfast and Afterschool Club)**

Invoices for term time sessions (Pre-School, Breakfast Club and Afterschool Club) will be generated on a termly basis and sent out by email before the start of each term, Autumn, Spring and Summer.

Fees for term-time sessions and additional charges for delivery of a free entitlement place can be paid termly, half-termly or monthly by BACS payment. Salary sacrifice vouchers and tax- free government vouchers are also accepted. Payment schedules are as follows:

- Full-term payments to be made by 30<sup>th</sup> September 31<sup>st</sup> January 31<sup>st</sup> May.
- Half-term payments to be made by 30<sup>th</sup> September 30<sup>th</sup> November.  
31<sup>st</sup> January 31<sup>st</sup> March 31<sup>st</sup> May 31<sup>st</sup> July.
- Monthly payments to be received by the last day of each month (30<sup>th</sup>/ 31<sup>st</sup>), up to and including 31<sup>st</sup> August.

As a charity, we may offer alternative arrangements during times of hardship. The manager should be approached in the first instance. All cases will be dealt with confidentially and sensitively.



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### **Ad-hoc sessions**

Payment for additional ad-hoc sessions during term time is invoiced at the time of the booking and must be paid for within 5 working days of the additional session.

Additional sessions may be refused if there are any outstanding fees/invoices.

### **Holiday Club**

Holiday Club invoices will be issued separately from term time session invoices.

Holiday club invoices will be sent out with booking confirmation and payment is required in advance to secure places. Payment must be made at least 10 working days prior to the first date of the holiday club. Cancellations after this period will only be refunded if the place can be filled.

Holiday club sessions may be refused if there are any outstanding fees/invoices.

### **Charges for consumables (food, milk, suncream, open days, extracurricular activities) for those receiving FEEE**

For those children that receive free entitlement (15/30 hours), a charge will be levied each term set at £6 per day attended to cover the above items. The charge is voluntary, however if parents do not wish to pay this daily charge it is expected that parents will supply all associated items related to the charge. Government vouchers can be used to pay for this charge.

### **Non-payment of fees**

- The administrator will advise parents/carers of outstanding invoices. All accounts are reviewed weekly. The management committee reserves the right to withdraw future services if fees are not paid in line with this policy and will take measures to re-claim unpaid fees via the appropriate channels.
- Should the Hollies incur a cost due to incomplete payment including, but not limited to, a returned cheque, failure to complete a BACS payment or other bank fees, these costs, along with interest at the current bank rate will be added to the appropriate bill.

### **Payment methods**

#### **BACS Payments**

The Hollies' preferred method of payment is BACS. Cheques will only be accepted in exceptional circumstances. Payments can be made by BACS payment directly to the Hollies. We cannot accept cash payments. Our bank details for payment will be detailed on the invoice.



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### **Employee Salary Sacrifice Scheme/Government Tax-Free Childcare Scheme**

These vouchers can be used for standard designated sessions (i.e., Pre-School, Breakfast Club, Afterschool Club and Holiday Club) and consumable charges. They cannot be used for trips, uniforms, or other activities.

Hollies is unable to offer any physical refunds for salary sacrifice tax-efficient vouchers. They can, however, stop on an account in the form of credit.

### **Government Childcare Vouchers (Universal 15 hours)**

Subject to eligibility criteria, all 3 and 4-year-old children are entitled to the Universal 15 hours free childcare a week for 38 weeks a year.

Parents/carers can claim any amount between 2.5 to 6 hours per day.

**Current Hollies session times eligible for the Free Entitlement offer are detailed below:**

Morning session	9.00-11:30	2.5 hours
Lunch session	11:30-12.30	1 hour
Early drop off (For FEEE children claiming 15 hours only)	12 noon	0.5 hours
Afternoon session	12.30-3.00	2.5 hours

The government has stipulated that:

- There is no requirement for children to attend for more than 15 hours.

### **How to claim free entitlement**

Parents/carers will be issued with a new declaration or an existing one, requesting confirmation of the agreed number of weekly hours and the sessions being claimed under the free entitlement.

If the requested weekly hours are above 15 hours, there will be a requirement to pay the appropriate rate for those additional hours (unless eligible for the additional 15 hours - see below for further details).

Parents/carers who do not wish to pay for additional hours must remain within the current free entitlement.

The Hollies is required to return these parent/carer declarations to the funding Authority, Cheshire East, by a specific deadline to receive the 15-hour funding before the start of the relevant term.



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The **Hollies will provide parents with a deadline to complete/re-sign and return the declaration to the Hollies.** If the declaration is not returned to the Hollies, by the deadline stated in the correspondence from the administrator, parents/guardians may be required to pay for all sessions attended for the term.

If additional sessions from those included on the termly declaration are requested during the term, they will need to be paid as stated on our fees and sessions schedule and will be invoiced as normal sessions.

If a child attends another setting parents/carers can split the entitlement between two settings. It is the parent/carers responsibility to ensure that the total hours claimed between the two settings is 15 hours.

All relevant information regarding free entitlement can be found on the following website [Funding for all 3 and 4-year-olds](#) including eligible birthdates for 2,3, and 4-year olds so you can plan when you will be entitled.

Each year (starting in April) Cheshire East outlines the number of weeks per term every child is entitled to free early years education. The Hollies sets its term times to coincide with this number of weeks. The Hollies only allows the use of the Government Free Entitlement during term time for a maximum of 38 weeks. As the Hollies matches terms to Lower Park school, we will always be open for 39 term time weeks. The additional week (wherever it might fall, usually at the beginning of the Autumn term or at the end of the summer term) is optional for those children claiming free entitlement. You can send your child into Pre-School during this week for their normal sessions, but all sessions will be charged as per our fees and sessions schedule.

### **Government Childcare Vouchers (additional 15 hours-working parent entitlement for 3 and 4 year olds)**

The Hollies allows parents to use the extra 15 hours of funding if eligible. This allows eligible children access to up to 30 hours of funded childcare. Due to the cost of providing this provision, the Management Committee reviews this annually.

Information regarding the extra 15 hours entitlement can be found on the following websites:

<https://www.childcarechoices.gov.uk/>

Information

The same claiming and declaration process should be followed for the additional 15 hours. An eligibility code is required for the extra 15-hour offer which is issued after a successful application. This must be recorded on the parental declaration. This code must be re-confirmed periodically, which is imperative for the extended offer of 15 hours to continue. Please use the above websites for guidance.



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## **2-year Government vouchers**

The Hollies accepts the use of working parent entitlement for eligible 2-year-olds up to 30 hours. A code will need to be obtained and indicated on the free entitlement claim form. Due to the cost of providing this provision, the Management Committee reviews this on an annual basis.

Parents can check their availability again by using the government website, <https://www.childcarechoices.gov.uk/>

## **Session Cancellation/Additional Sessions**

If you wish to permanently cancel a session, we require one month's notice in writing, via letter or email to [rachel@thehollies.org](mailto:rachel@thehollies.org).

All sessions are chargeable during this period even if not attended.

Cancellation of AD-HOC sessions requires a minimum of one week's notice.

Subject to the Session Booking Policy, sessions may be changed or added, if places are available. If additional sessions are allocated on a permanent basis after the start of a term, then the termly invoice will be revised and re-issued. Booked ad-hoc sessions are invoiced separately.

If any refunds are made, they will be refunded into the parent/guardian account and can be used as a credit later.

We cannot refund the cost of any session due to absence through illness, hospital appointments, setting closure due to weather or closure due to Lower Park School, holiday, or school visits. Also, we will refer to our force majeure policy for exceptional circumstances. If your child cannot attend a session in a particular week, due to personal circumstances or an emergency, then a session can be swapped if spaces are available and if the swap occurs within the same week. Notice must be given by the Friday of the week before, to the Administrator via letter or email. Please refer to the session booking policy for more detail.

## **Late Collection**

If a child is not picked up within 5 minutes of the scheduled collection time, after a morning session or afternoon session there will be a £5 surcharge for every 15 minutes. If the child is booked in until 3:00 and the parent/guardian arrives once the gate is locked, the parent/guardian will have to wait to pick their child up until 3:30 and a £10 surcharge will be levied. This is a safeguarding issue and must be adhered to.



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Any late pick-ups after 6pm will incur a £10 surcharge for every 15-minute period after this time. This surcharge is required to cover the wages of additional staffing required to meet ratio requirements and to ensure there are two suitable adults present with the child until collection.

### **Administration Charges**

The Hollies reserve the right to levy additional administration charges in the following circumstances:

- Mid-term amendments to free entitlement hours for **exceptional circumstances** (min. £5 charge)
- Chasing of overdue payments for invoices (min £2.50 per chasing email/phone call)

### **Policy Review**

This Fees Policy will be reviewed annually or sooner if external factors prompt a review.