Sticky Fingers Pre-School
Abbas and Templecombe Church School,
School Lane, Templecombe, Somerset, BA8 0HP.
Telephone no. 07742895967 / Email manager@stickyfingerspreschool.org
Registered Charity no. 1029754 / www.stickyfingerspreschool.org

7 - Fees Policy

It is important that parents read the following information, as this forms part of the agreement with Sticky Fingers Pre-School.

Background information:

Sticky Fingers operates a service, which is fair and competitively priced. We aim to offer a high quality, safe and stimulating environment that provides a service that is good value for money.
You are able to purchase day care for children between the hours of 8.45am – 3.30pm and days Monday to Friday, term time only.
In addition, there is a breakfast club on Monday to Friday, which is available from 8am – 8.45am. This is available subject to a minimum of seven regular bookings on a given day. This should be requested a minimum of seven days in advance. This is paid for in advance and is non refundable.

Fee cost and billing

1. The fees are £6.50 per hour for 3 & 4 year olds, £7.85 per hour for 2 year olds.
2. Fees can be paid in a number of ways; weekly, monthly or half termly.
3. Method of payment – cheque, cash, standing order or online. We are also signed up for Tax free Childcare (the Government will 'top up' your amount by 20%), https://www.gov.uk/apply-for-tax-free-childcare?fbclid=IwAR1MdFxTBQHzxrSm40mE_9na-xbDQ4lXPHsrCQ-uQAmWYp-VVV3Ig3cMoMU.
4. All fees charged relate to those hours not funded by the Early Years Entitlement (EYE) (see below).
5. Invoices are issued at the start of each month, by email, through Tapestry unless a paper copy is requested and automatically give you the option of paying monthly.

   Note We will actively encourage a mutual agreement, therefore if you wish to pay weekly or set up a payment plan, then please can you make an appointment with the treasurer to discuss your individual needs.

Additional charges

- Snacks are provided on a per session basis (AM/PM) and the contribution required for this is 40p per session, therefore the daily cost would be 80p**. N.B. If a parent/carer is unable to pay for this charge, then the parent/carer and provider can discuss alternative options.**
- Food for breakfast club will be charged at £1.00 per session.
- Sun cream will be charged at £3.00 in the Summer term only (as per Sun protection policy 15).
- Any other activities e.g. day trips, will be charged separately, and will need to be booked and paid for in advance.

Sickness and holiday

- If your child misses a day due to sickness (1 – 7 days) you must still pay for the hours booked.
- In the case of continuing illness, please consult the Pre-School Manager who will inform the committee of your situation where a meeting will be arranged to discuss your needs.
- If parents take holidays during the term time, (of up to 2 weeks duration), then your Childs fees must be paid for.If parents take extended holidays during term time, (in excess of 2 weeks duration), then please consult with the Pre-School Manager who will inform the committee for their guidance on fee payment.

Bank Holiday/Inset Days/Emergency closure

- The pre-school is not open on bank holidays and some Abbas and Templecombe Church School Inset Days, therefore there will be no fee charged for these days.
- The pre-school does not charge in the case of emergency closure, and any fees already paid for the hours of closure will be credited.

Changes to child's hours

Changes in required hours need to be communicated via email to the Pre-School Manager, who will consider if this change can be accommodated and will respond at their earliest convenience.

Cancellation of child's place

The pre-school reserves the right to terminate the agreement without notice in the event of unsuitable behaviour from parents or non-payment of fees following the non-payment procedure, at all other times 4 weeks' notice in writing will be given.
4 weeks' notice must be given to the pre-school to cancel a child's place. Fees will be charged for this period and, if applicable, EYE funding claimed.

Late Collection Charges:

We understand that there may be some instances of children being collected a few minutes later, but this should not be a regular occurrence. We have to adhere to legal requirements on staff ratios and have at least 2 staff on the premises at all times, therefore staff costs will be incurred, even during the day due to staffing ratios.

- Late collection will be charged at £10.00 for every 15 minutes, with a minimum charge of £10.

To ensure child safety, we will ensure a member of staff remains with a child until a recognised person picks them up.

Early Years Entitlement (Universal up to 15 hours), Working Families Entitlement (up to 30 hours) and Early Learning Funding for 2 year olds (up to 15 hours)

We are in receipt of EYE funding for three and four year olds, available from the term after your child's third birthday. This is called the universal entitlement. Two year olds who meet the eligibility criteria can also access funding.

EYE (universal) funding is based on 570 hours over a whole year.
The funding periods are:
Autumn - 1 September to 31 December
Spring - 1 January to 31 March
Summer – 1 April to 31 August

Parents can claim a maximum of 15 hours per week over 2 or more days for 38 weeks a year. You can use more than one provider, up to a maximum of three, but you can only claim the maximum entitlement of 15 hours per week/year.

Some working parents, who meet the eligibility criteria may be able to claim an extra 15 hours per week for their 3 and 4 year old child on top of the current offer. This is called the Working Family Entitlement and gives extended entitlement of up to 30 hours per week or 1140 hours in total (universal + extended) across the year. Also some working parents, who meet the eligibility criteria may be able to claim Working Family Entitlement of up to 30 hours per week for their 9 months to 2 year olds.

Please find further information at Help with the cost of childcare (somerset.gov.uk)

To claim the **Universal EYE hours** the following information is needed:

- Child's legal documentation - birth certificate or passport (on registration, a copy needs to be sent to Entitlements Team with a child registration form)
- EYE parent declaration form - completed every term and signed by parent. (A new parent declaration form must be completed if hours are increased in the funding period)

To claim the **Working Family EYE hours** the following information is needed:

- Child's legal documentation - birth certificate or passport (on registration, a copy needs to be sent to Entitlements Team with a child registration form)
- EYE parent declaration form - completed every term and signed by parent. (A new parent declaration form must be completed if hours are increased in the funding period)
- Eligibility code from registered parent (HMRC)
- Registering parents National Insurance Number (NI)
- Working Family Consent form (kept at Sticky Fingers) - the registering parent needs to give written permission to share their NI Number with the EYE team, otherwise we will not be able to accept the Extended EYE funding.

To be able to use your extended entitlement you will need to have made a successful application and received a code by the deadlines as shown below

If your child is between 9 months and 2 years	**You need to apply, get a code and contact your childcare provider before**	**Once place is confirmed you can start using extended hours from**
1 September – 31 Dec	31 December	1 January (Spring)
1 January – 31 March	31 March	1 April (Summer)
1 April – 31 August	31 August	1 September (Autumn)

Every 3 months, it is your responsibility to reconfirm eligibility. If you do not or your circumstances change, you will only be able to access the extended entitlement hours for a short time known as the '**Grace Period'**.

Date parent receives ineligible decision on reconfirmation	**LA audit date**	**Grace period end date**
Between 1 January and 10 February	11 February	31 March
Between 11 February and 31 March	1 April	31 August
Between 1 April and 26 May	27 May	31 August
Between 27 May and 31 August	1 September	31 December
Between 1 September and 21 October	22 October	31 December
Between 22 October and 31 December	1 January	31 March

Note: If the grace period has expired and you have not met the eligibility criteria again, you will only be able to access the universal entitlement and any additional hours above universal entitlement will be charged at the normal hourly rate.

To claim **Early Learning Funding for 2 year olds** the following information is needed:

- Child's legal documentation - birth certificate or passport (on registration and a copy needs to be sent to Entitlements Team with a child registration form)
- EYE parent declaration form - completed when appropriate and signed by parent. A new parent declaration form must be completed if the parent changes hours being claimed.
- A copy of the letter from Somerset County is to be provided to the Sticky Fingers Manager, which states their child is eligible for 2 year old funding.

To be able to claim **Early Learning funding for 2 year** olds you will need to have made a successful application and received a letter from Somerset County Council stating eligibility and starting date. For more information about the criteria for 2 year olds and to apply go to www.somerset.gov.uk/children-families-and-education/early-years-and-childcare/supported-families-funding-for-2-year-olds/

NOTE: it is the parent/carers responsibility to produce any required documentation for EYE funding and failure to do so will result in normal fees being charged if we are unable to claim EYE funding

Non-Payment of fees

We aim to ensure financial stability of the pre-school by having a fair and consistent process for pursuing non-payment of fees.
We understand that, in some circumstances extreme financial problems/hardship may arise. Please see the Pre-School Manager privately in this instance.

- Fees must be paid by the date as stated on the invoice. Failure to do this will result in the following action:

1. An overdue account reminder invoice will be issued within 7 days of due date
2. If no payment is made within a further 7 days a warning letter will be issued with an invitation to arrange a payment plan
3. If a payment from the agreed payment plan is missed, a final warning letter will be issued, stating that your child's hours will be reduced to EYE hours ONLY (if entitled to EYE) until the debt is cleared or that your child will lose his or her place at the pre-school (if not entitled to EYE).
4. If no payment is made or the agreed payment plan is not followed within a further 7 days the child's place may be withdrawn and legal action will begin.
5. In accordance with the Pre-School Constitution (Para 4.2(c)) if pre-school fees are not paid within two months from the date on which it was due, the placement will be withdrawn.

Other Entitlements which may be available:

- If you receive **Working Tax Credit** you may be able to get help towards the cost of childcare. Further details can be found at www.gov.uk/working-tax-credit
- We are signed up for **Tax Free childcare** – www.childcarechoices.gov.uk

If you have any problems or queries regarding payment of your bill or understanding this policy, please do not hesitate in speaking with the Pre-School Manager, Treasurer or Chairperson.

This policy was adopted by	Sticky Fingers Pre-School
On	6th October 2026
Date to be reviewed	October 2027
Signed by Chairperson	
Name of Chairperson	Ashley Panton