



Penguin Pre-School

Fees and Funding Policy

September 2025

Aims

This policy aims to specify the process around payments of fees and funding available. We aim to make our pre-school accessible to as many families in the community as possible, we therefore aim to ensure that our fees are competitive. Whilst we will make every effort to support parents with funding, it is the parents' responsibility to be aware of the funding they can receive and ensure their applications are submitted appropriately. We rely on prompt fee payments to ensure that the setting remains sustainable.

Fees

An hourly rate is payable for all sessions which aren't covered by the government funding. The pre-school offers two packages for families, the Core and Enrichment package. All parents will automatically be enrolled into the Enrichment package where we ask for a contribution towards educational enhancements. This charge will be shown separately on your invoice for all funded children. Parents can opt to enrol on to the Core package by contacting the pre-school. Some families will be exempt from these charges, but please contact us for further information.

If a child attends the pre-school full time, a discount off their monthly invoice will be offered. A staff discount will be applied to children of any staff member who work at Whitwick St John the Baptist CE Primary School.

The pre-school offers an optional breakfast and after school club. Funding cannot be used for these sessions, and these will be charged for on your monthly invoice. Current charges are available from the pre-school.

Fees can be paid via BACS, childcare vouchers or with tax free childcare. When making BACS payments, please use the reference PRESCH (followed by your child's initials). Fees remain payable if your child is on holiday or is off due to illness.

All fees are payable within the terms set out on the invoice. All of our fees are subject to annual review and parents will be given 1 months notice of any changes.

Invoicing

Fees are payable in advance and invoices will be sent out monthly. Fees are payable by the date shown on your invoice. A late payment fee will be applied to your following invoice, if any outstanding balance is not cleared. If the balance remains for two consecutive months, then your child will be unable to attend the pre-school until the debt is cleared.

Payment Plans

We understand that some families may face genuine hardship and difficulty in paying fees. We ask that in these circumstances, parents speak to the pre-school leader in confidence and a payment plan may be put in place to help spread the cost of your child's fees.

Leavers

The pre-school requires 1 months written notice of any request to reduce sessions or if you wish your child to stop attending the setting.

Funded Sessions

For the latest government guidance on claiming your child's funded hours please visit the following website: [Homepage | HMRC Childcare Choices](#) or contact the pre-school.

Government funding is spread over the 38 weeks that the pre-school is open. Please contact the pre-school for our term dates. Once parents apply for government funding, they are supplied with a code. This code MUST be given to the pre-school as without this we cannot claim your funding entitlement. Parents, not the pre-school, are responsible for ensuring that their funding code is renewed within the government timescales to ensure continuation of funding.

Parents are able to use their funding in multiple settings. Please advise us how many hours you wish the pre-school to claim for, for your child. Your child must have started the pre-school before the Local Authority headcount date to be eligible for funding to be claimed.