

St Oswald's Ladybirds Pre-School

Admission, Funding and Charges Policy and Procedures

It is our intention to make our setting accessible to children and families from all sections of the local community and also ensure the sustainability of Ladybirds. We aim to ensure all sections of our community have access to the setting through open, fair and clearly communicated procedures.

Procedures

We ensure that the existence of our setting is widely advertised in places accessible to all sections of the community.

We ensure that information about our setting is accessible and if required in appropriate languages.

We offer funded places between the hours of 8.45am – 3.30pm. 'Sessional' places are 8.45 - 11.45 and 12.30 - 3.30. We charge hourly rates for children not eligible for funding or attend above the funded hours during these times and for additional hours between 8am and 8.45am and 3.30pm until 5pm.

We consult parents /carers on admission to St Oswald's Ladybirds Pre-School to help us to find out about their child's individual needs and thus enabling us to make reasonable adjustments when and where necessary. If a child has identified needs or an EHC plan, we will work with the outside agencies involved with the child. We will follow the guidance as set out in the Derbyshire County Council Early Descriptors of SEN provision to provide a smooth transition.

Our waiting list is arranged in order of date of birth, and reviewed on the first of every month. The following process is put into place each month:

- *Should places be available and parents require the sessions, funded children aged between 3 and 4 and those who will be starting school within the next academic year, are offered a maximum of 5 funded sessions up to 15 hours per week, or up to 30 hours per week depending on eligibility.*
- *Should places be available and parents require the sessions, 2-3 year olds are offered places.*
- *The September sessions for the next academic year will be allocated according to 1st April waiting list. Children already attending will have their sessions allocated before those on the waiting list*

Parents must inform St Oswald's Ladybirds of any changes to the funding as soon as possible so that the changes can be made to the funding.

All parents must sign a contract of agreement with St Oswald's Ladybirds Pre-school before their child starts. Should the hours change a new contract needs to be signed.

A copy of the child's birth certificate is required on entry to Ladybirds to ensure identification and correct date of birth.

We expect children who are funded to attend a minimum of 2 sessions subject to availability. Children who are fee paying are able to attend any amount of sessions.

Payment of fees

- Fees are based on agreed sessions attended weekly and shall be notified to you in advance of your child starting. We review these hourly rates and charges once a year in January to be implemented from April or September. You shall be informed of the revised amount at least half a term before it takes effect. If you do not wish to pay the revised fee, notification of Leaving needs be in writing.
- Parents will receive an invoice in advance for the next half term so they know the amount of funding and/or fees that will be required for that particular half term. Should a child be absent due to illness or holiday payments are still required. If going on holiday during the term, a letter (written or email) needs to be sent to the Manager.
- We charge a consumable charge for a half day and for a full day. Parents are informed of the additional costs that ensure Ladybirds is a viable setting. This is sent with the invoice each term.

- Children eligible for Early Years Pupil Premium or 2 year old funding will not be asked for this voluntary contribution, unless they are attending above the funded hours.
- Payments Fees can be made by cash or bank transfer. All payments, regardless of method of payment must be made by the end of the half term in which the invoice is issued.
- Late payments incur a fee of £20 which will be added to the next terms invoice.
- If the payment of fees is outstanding for more than 1 month, we may terminate this Agreement by giving you 14 days' notice in writing.
- If you have requested additional sessions or have been unable to collect your child by the official collection time, we will provide you with a separate invoice for payment if the half term's invoice has been sent. In the event of late collection of your child, we reserve the right to charge you for each additional £20 per hour.
- No refund will be given for periods where the place is unfulfilled due to illness or holidays.
- Should the setting be closed due to issues with the building, weather, illness, or government legislation, fees won't be taken. Fees already paid for the period of closure will be refunded or credited on the next invoice.

Suspension of a child

- We may suspend the provision of childcare to your child at any time if you have failed to pay any fees due after the notice period.
- We do not support the exclusion of any child on the grounds of behaviour. However, if your child's behaviour is deemed by us to endanger the safety and well-being of your child and/or other children and adults, it may be necessary to suspend the provision of childcare whilst we try to address these issues with you and external agencies as appropriate.
- During any period of suspension for behaviour-related issues we will work with the local authority and where appropriate other welfare agencies to identify appropriate provision or services for your child.
- If your child is suspended part way through the month, we shall give you a credit for any fees you have already paid for the remaining part of that month. This sum may be offset against any sums payable by you to us.

Fees and Enhanced Provision Charges

Ladybirds is a not-for-profit charity and to enable Ladybirds to continue to be sustainable and viable; to be able to provide high quality activities and resources and also carry on into the future, we charge parents for an enhanced provision charge and fees for additional hours or for non-funded hours.

Government funding is intended to cover the cost to deliver 15 or 30 hours a week of funded, high quality, flexible childcare. **It is not intended to cover the cost of snacks, additional hours, enhanced provision or additional services we provide.** We can therefore charge for meals and snacks as part of a free entitlement place and we can also charge for **additional hours, enhanced provision or additional services** and parents will be expected to pay for these.

Please be aware that without the charges for snacks and the enhanced provision charge, Ladybirds won't be a sustainable setting as we will be unable to cover even the basic costs of running the setting. If you pay for your child, the enhanced provision charge needs to be paid as well as the hourly fees.

Parents of children who are eligible for 15 hours / 30 hours Early Years Pupil Premium or 15 hours 2 year **assessment** funding won't be asked to contribute as the level of their funding is slightly higher. **Should children who are eligible for the 2 year assessment funding or early years pupil premium and attend**

above their 15 or 30 hours, the hourly rate will be charged plus the enhanced provision charge for the additional sessions attended.

We charge for breakfast and for the late afternoon snack should your child access this.

Breakdown of additional extras – September 2026

Additional extras daily charges	Half day attendance	Full day attendance
Snacks & food – A variety of healthy snacks and foods	£1.50	£3.00
Non-food consumables (e.g wipes, hand sanitiser, kitchen roll, nappy sacks, PPE)	£0.50	£1.00
Additional activities, such as • Forest school sessions and adult led activity within the sessions • Maintenance of the garden / forest school setting, providing outdoor kit and wellington boots and maintaining these • Trips out and using a higher ratio of staff • Baking & cooking activities • Printing for termly photo reports • Additional physical literacy sessions • Additional Music sessions • Seasonal and Cultural celebrations	£2.00	£4.00
TOTAL	£4.00	£8.00

In line with the government guidelines, we have introduced a process for families who feel they are unable to make these voluntary payments. Please be aware that in some circumstances families are able to provide alternatives to the extras we usually provide (i.e snacks) and in other cases if you are unable to make payment for these extras your child may not be able to participate (i.e trips, forest school sessions & music sessions). If you feel you are unable to pay the daily additional extras charge, please get in touch with Becky Dutton on 07980 420232 or via email stoswaldsladybirds1@outlook.com and we can discuss alternative options.

Also, if you need support in paying your invoice, some examples of government support are stated below:

Government Child Care Subsidy: The government offers subsidies or assistance programs to help with childcare costs. Parents may need to meet certain eligibility criteria, such as income limits or work-related requirements. For example, in the UK, families can apply for tax-free childcare or the 30 hours free childcare scheme.

Tax Credits: In some regions, parents can claim tax credits for childcare expenses. These programs often provide financial assistance based on the family's income, the number of children in care, and how much is spent on childcare.

Employer Benefits: Some employers offer childcare assistance as part of employee benefits, such as flexible spending accounts (FSAs) or dependent care assistance programs. Parents can use these benefits to reduce the cost of childcare.

Child Care Vouchers: In some places, parents can access childcare vouchers through government programs or their employer, which help cover part of the childcare fees.

Universal Credit: If you pay for childcare while you go to work, Universal Credit can pay some of your childcare costs. This includes holiday clubs, after-school clubs and breakfast clubs. If you live with a partner, you both need to be working, unless your partner cannot look after your children. You have to pay for your childcare costs yourself. Then you report them to Universal Credit, and Universal Credit pays some of the money back. You will only get the money back with Universal Credit after the childcare actually happens. You can get up to 85% of childcare costs paid back to you. See www.gov.uk/guidance/universal-credit-childcare-costs

Termination of the Agreement

- We may immediately end this Agreement if:
 - You have failed to pay your fees after notice,
 - You have breached any of your obligations under this policy and you have not or cannot put right that breach within a reasonable period of time after we have drawn it to your attention;
 - You behave unacceptably, as we do not tolerate any physical or verbal abuse or threats towards our staff

- We take the decision to close if there are issues with the building, weather, illness, or government legislation We will aim to give you as much notice as possible in the event of such a decision.
- It may become apparent that the support we are able to offer your child is not sufficient to meet his/her needs. In these circumstances we will work with you, the local authority and other welfare agencies as per our procedures to identify appropriate support, at which point we may end this Agreement.
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- We expect parents to give us at least a month's notice of termination of the contract so that we can liaise with the child's next setting. As part of our duty to keeping children safe, we need to know where they are moving to.

General

We reserve the right to refuse to admit your child if they have a temperature, sickness and diarrhoea or a contagious infection or disease on arrival at our setting, or to ask you to collect your child if they become unwell whilst in our care, in line with our *Managing Children who are Sick, Infectious or with Allergies Policy*.

This Policy

- We reserve the right to vary the terms and conditions contained in this Agreement, but you will be notified.
- This policy contains the full and complete understanding between the parties and supersedes all prior arrangements and understanding whether written or oral relating to the subject of this policy except to the extent that we vary terms from time to time.

Acceptance of a place will be deemed as acceptance by you of these terms and conditions

Policy adopted 29th April 2026

Date to be reviewed Spring 1 2027

Signed

Print name : Becky Dutton

Role : Manager / Trustee



Ladybirds Fees and Charges

September 2026**

Hourly rate	£8.50 per hour
Enhanced provision charge – additional daily charges	½ day - £4.00 Full day – 8.45am /9am – 3pm/3.30pm £8.00
Breakfast (served between 8am and 8.30am)	£1.50
Late snack (served at 3.30pm)	£1.50
Sweatshirts	£13.50
T Shirts	£7.00
Funded hours can be taken	8.45am – 3.30pm
Extended hours 8am – 8.45am 3.30pm – 5pm	£8.50 per hour

**fees are reviewed in January to be implemented in the following April or September.

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