

Fees and Payment Policy

Ben Rhydding Pre-School

Jan 2026

Signed by Chairperson(s):



Fees and Payment Policy

Policy Statement

This policy explains our fees and payment terms and conditions and forms part of the admissions documentation. It is our mission to provide exceptional childcare and we will not compromise the quality of our provision. We aim to be transparent and fair in our charges. Parents/carers are requested to read the information carefully before signing the form on the final page.

Ben Rhydding Pre-School is a term-time-only setting, welcoming children aged 2–4 years old. We operate for 38 weeks a year. We do not charge for Bank Holidays when Pre School is closed.

Funding Entitlement

To access funding and check your eligibility please refer to the Government website: -

www.beststartinlife.gov.uk

Funding Explained

“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 the meals. Consumables, additional hours or additional services” Bradford Metropolitan District Council Early Education Funding Provider Agreement Private, Voluntary and independent Sector.

Whilst the Government Funding cover the basic elements of the Early Years Foundation Stage (EYFS), our ethos is to provide children with the best start in life, promoting curiosity and foster a love of learning. To do this we enhance your child/children’s early years education.

Here are some examples of the additional services we offer: -

- Local trips to churches, local schools and care homes
- Outside learning, using our field and local walks
- Special world, religious and cultural celebrations, such as Easter, Diwali, Science Week, World Book Day and many more.
- Events such as Nativity, Fun Day, Leavers Ceremony and Christmas Party etc.
- Baking
- Tapestry
- Enhanced provision, enhanced sensory activities and quiet room interventions, to aid cognitive development, fine motor skills, creativity and imagination.
- Consumables such as wipes, nappies, nappy sacks, sun cream and barrier cream
- Wellbeing story sacks available to all children to support key moments in their early years
- Lending Library open to all of our children

Additional Services and Consumables are charged for Funded hours:

School Day (8.15 – 3.15)	Additional Services and Consumables Non-food consumables, resources, and special events charges.	£8.00 a day
	Snack	£4.00
Extended Day (8.15 – 5.15)	Additional Services and Consumables Non-food consumables, resources, and special events charges.	£10.00 a day
	Snack	£6.00
Morning Session (8.15 – noon)	Additional Services and Consumables Non-food consumables, resources, and special events charges.	£4.00 a day
	Snack	£2.00
Morning Session and Lunch (8.15 – 1.15)	Additional Services and Consumables Non-food consumables, resources, and special events charges.	£5.50 a day
	Snack	£2.00
Nappies	These will be charged at the end of the half term.	£1.00

**For children arriving before 8.30 am can access a free breakfast.*

**We do not want the consumables and snack charges to be a barrier to attendance for any child, therefore if you have any concerns about these charges or you are eligible for EYPP please email office@brplaygroup.com.*

Hours attended that are not covered by funding entitlement will be charged at our private hourly rate of £9.00 an hour.

Invoicing

Our academic year is broken down three terms. Invoices are issued termly in the second or third week of term and emailed to parents via Quickbooks.

Our Invoice are itemised and transparent in accordance with Department for Education guidance.

Invoices can be paid in instalments to suit your needs with the total payment cleared by the end of the invoiced term.

Fees are not refundable under the following circumstances

- Non-attendance due to parental choice or child's illness
- Holidays during term time
- Short notice or emergency closures

Termination of Place

If for any reason a parent/carer choose to terminate the child's place at Pre School they are required to give 4 weeks' notice in writing, during which time any outstanding fees will be payable. Individual circumstances will always be taken into consideration.

Late Payment of Fees

The Business Manager will send out reminders of invoices in the final month of each term. This will be sent from QuickBooks.

If you think you are going to have problems in paying an invoice please speak to the Business Manager, who will look to help with this.

Payment Plan

We offer monthly payment plans, if this helps budgeting and spreading the cost please speak with the Business Manager to arrange.

Tax free childcare accounts and Childcare vouchers

We accept payments from tax-free child-care accounts and from child care vouchers. If any scheme is currently not linked to Ben Rhydding Pre School please speak to the Business Manager.

Annual Review

Our fees are viewed annually in advance of the start of the academic year in September.

Dispute Resolution and Queries

Any queries regarding fees or invoices should be directed in the first instance to the Preschool Manager.

If unresolved, parents can follow our **Complaints Policy**.

Opt out

Parents/Carers may opt out of any chargeable extras. You must email the office (office@brplaygroup.com) 4 weeks before the start of the next term for this to stand.

If you wish to Opt out of snack and/or Additional Services and Consumables, this means parents can supply equivalent items themselves or choose not to participate. This includes access to Tapestry.

Snack

You can bring like for like snack for your child each day. This will need be brought in small named container and passed to the member of staff at drop off each day.

Additional Services and Consumables

The Additional Services and Consumable charge covers anything over and above the core EYFS provision, as detailed above.

Please complete and Sign

I confirm I have read and agree to the Terms and Conditions laid out in the Ben Rhydding Pre Schools Fees and Payment Policy

Child's name _____

Parents name _____

Parent Signature _____

Date _____