

Under Fives Roundabout

Payment Policy and

Procedures

Policy No: 4.2

Last reviewed: March 2026

To be reviewed by: March 2027

Responsible member of staff – Sam Capes

Signed/ dated:  Date: 17/03/2026

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Signed/ dated: Rohanne Price Date: 17/03/2026

Policy and Procedure for the Payment and Collection of Fees in Preschool

1) Early Years Funding

- 1.1) Roundabout is registered to receive Early Years Funding which children are eligible to receive from the time they start at Roundabout, depending on their family situation.
- 1.2) There are three strands of early years funding for 2, 3 and 4 year old children.
 - Working Parents Entitlement = children in eligible working families are entitled to maximum of 1,140 free early education hours per year.
 - Universal Entitlement for 3&4 year olds - all 3 & 4 year olds are entitled to a maximum of 570 hours free early education per year, regardless of family circumstances.
 - 2 Year Olds Targeted Entitlement - for children aged 2 where a family is receiving additional support – children are entitled to a maximum of 570 hours free early education per year.

For more information and to check eligibility, go to:

<https://www.childcarechoices.gov.uk/15-and-30-hours-childcare-support>

| Entitlement | Child's age | Eligibility | What you can receive | How to apply |
|--|--|---|---|---|
| Working parent entitlement | From the term after they turn 9 months until they start school | Read more on eligibility for the working parent entitlement | 30 hours per week over 38 weeks of the year. | You apply online on GOV.UK. |
| For parents of 2-year-olds receiving some additional forms of support | From the term after they turn 2 years old | Read more on eligibility for this entitlement . | 15 hours per week over 38 weeks of the year. If you are working, you may also be eligible for an additional 15 hours under the working parent entitlement . | To find out if you are eligible, you will need the National Insurance Number, date of birth and surname of the person in receipt of the qualifying benefit. You can: Apply online @ Funded hours for eligible two year olds Questions you can email: Funded.twos@cambridgeshire.gov.uk |

| Entitlement | Child's age | Eligibility | What you can receive | How to apply |
|--|--|---|--|--|
| Universal entitlement for all 3 and 4-year-olds | From the term after they turn 3 years old through to starting school | All 3 and 4-year-olds are eligible. | 15 hours per week over 38 weeks of the year. Can be combined with the working parents entitlement to make up 30 hours. | Speak to Roundabout and provide your child's date of birth to find out when their funding can start. |

- 1.3) Roundabout currently opens for no more than 38 weeks in a school year.
- 1.4) Our term dates are similar to, but not the same as, local primary school dates and are published to parents and on the Under Fives Roundabout website.
- 1.5) Repeated regular non-attendance on days funded by Early Years Funding without written reason may mean that the council asks you to repay the funding received on your child's behalf. Please let the manager or your keyworker know if your child is going to be absent or write an email to the manager to say why your child will be absent.

2) Procedure for applying for Early Years Funding:

- 2.1) Roundabout will issue a funding claim form to the parent/carer. This must be filled in and brought back with proof of your child's date of birth by the deadline.
- 2.2) You will need to declare any Early Years Funding sessions being claimed elsewhere (eg. at a day nursery, childminder or other pre-school). If you do not sign the form by the deadline, you will not be able to claim Early Years Funding for the term.
- 2.3) You will need to declare if you have used a stretched claim at another setting prior to your child starting at Roundabout as this may mean that you have used some of your child's allocation for the year April 1st to March 31st. In this situation, you will be invoiced for the shortfall of hours your child attends at Roundabout.

3) Fees for Preschool

- 3.1) Preschool opens from 8.40 am until 3.10 pm. Non-funded hours are charged at £9.00 per hour from 1st September 2026. Fees are payable when your child is not eligible to claim Early Years Funding, you choose not to claim

funding, your funding is used at another setting, or if you are paying for hours in addition to your 15/30 hours either on a regular or occasional basis.

- 3.2) Fees are reviewed each year and would normally rise in September, but the Committee of Management reserves the right to change fees at any time of the year with a month's written notice.
- 3.3) Fees are payable in advance on a half-termly basis and each school year consists of six half-terms. Parents can choose to pay for the whole term if they so prefer. We reserve the right to change the timings of payments (for example on to a monthly basis) with one month's written notice.
- 3.4) Parents are notified of the required fees at the end of the previous term where possible or at the latest by the start of each term either by email or by post.
- 3.5) Fees are due by the date shown on our invoice. Please use the bank details on the invoice to pay by BACS and you must use your child's name as the reference.
- 3.6) If you need to pay in cash you can do so by handing the correct amount to the manager or deputy manager. The manager or deputy manager will open and check the contents in the presence either of the payer or another member of staff.
- 3.7) All fee payments are checked by the manager and administrator and entered onto the fee register. If requested, manager will issue a receipt.
- 3.8) Anyone in particular need or with difficulty in paying must speak to the manager before the start of term. It may be possible to agree a payment plan.
- 3.9) If payment has not been made and a payment plan not been initiated by the end of the first week of the payment period, Roundabout may ask the family to withdraw their child from the sessions, the child's place will be suspended, and Roundabout may offer the place to a child on the waiting list. The family remain liable to pay for all the sessions that the child has attended up until that point. **Each reminder of outstanding fees will be charged an administration fee £10 per reminder.**
- 3.10) If your child is in receipt of Universal Entitlement and you have chosen to book extra hours but have reneged on the payment of these, the child's hours will be reduced to the free entitlement and you will not be allowed to book additional hours until the debt has been cleared. Once the debt has been cleared, you must pay for any additional hours in advance.
- 3.11) Some employers offer Childcare Voucher schemes where fees can be paid through them. We are normally able to accept payment under these schemes. Please talk to the manager.
- 3.12) Fees are payable regardless of whether your child is able to attend the booked sessions or not and refunds are not given.

- 3.13) Currently we do not charge fee-paying families for our staff training days and any Bank Holidays. If the family takes a combination of funded and fee-paid hours at Roundabout, then we will use the claim on the Early Years Funding form to determine which hours are claimed under Early Years Funding and which are paid as extra.
- 3.14) Please note that twins and multiple siblings are charged the full price of their preschool sessions. There are no sibling discounts.
- 3.15) If a child starts mid-term the fees will be calculated and adjusted accordingly by the Manager.
- 3.16) If fees are not paid, Roundabout reserves the right to apply to the Courts for recompense and will charge all fees incurred to the family.

4) Refunds for Pre-school

- 4.1) Refunds or credits will not be given except in cases of long-term illness for which we will usually require a doctor's note or other such evidence. We will not offer refunds, credits or reductions for occasional absence, short-term sickness or holidays or mid-term reductions in hours
- 4.2) We will do everything possible to open all of our groups on all of our scheduled days, without compromising the safety and security of the children. If we are forced to close due to reasons out of our control (for example, terrorism, vandalism, fire, storm damage, floods, pandemics, snow), no refunds will be paid.

5) Notice Periods

- 5.1) For fee-paying Preschool families, six weeks' written notice must be given before withdrawing your child from our sessions. If notice is not given we will charge fees for 6 weeks.
- 5.2) For children in receipt of Early Years Funding, you will be required to pay the fees for this time at your child's new placement.

6) Toddler Group Fees

- 6.1) The fee for toddler group is £3.50 a session on a pay as you go basis. Siblings over one year old are £1.20 each. Children brought by childminders are counted as separate admissions and are charged the full fee per child. We offer a prepaid card for 10 sessions and 11th session free.
- 6.2) A family attending with a baby and no older sibling will be charged £1.50 on a pay-as-you-go basis. From the half-term after your baby has had his or her first birthday, toddler group fees will be charged.

