



FUNDING AND CHARGING POLICY

[Early education and childcare \(effective from 1 April 2025\) - GOV.UK](#)

Following the updated guidelines found in the link above, we can confirm our procedures for funding and charging are as follows;

All invoices sent by Little Explorers @ Pavilion will be explicit as the following explains;

- Funded hours (Achieving 2-year-old funding and Working Families 15 hours or 30 hours funding) will be charged as £0 on your invoice.
- Any additional hours outside of the funding you receive will be set out separately on your invoice.
- There are no food charges from Little Explorers as all children must bring a packed lunch provided by parents/carers to Little Explorers or book morning only sessions.
- We provide free semi-skimmed milk to each child.
- There is no non-consumable charge as parents are to provide their own of each item ready for when their child will use them. This includes; nappies, wipes, nappy bags, suncream.
- Extra activity charges will be optional and therefore you can opt your child out of the event/activity if you would prefer not to pay for this. This will not result in your child losing their booked sessions with us. Examples include a party performer, music class.
- If we receive Early Years Pupil Premium for your child, we will consider how best to apply this extra funding to other experiences and resources specific to your child where relevant.

Other information regarding our Terms and Conditions and payments:

- During registration, we will ask for a *£50 Refundable Administrative Fee* to be paid before your child's first invoice and sessions. Upon request, Preschool will refund the Administrative Fee. This can be requested up until the day your child leaves Little Explorers.
- There is also a *voluntary Sustainability Fund* when you enrol your child at Little Explorers. The Sustainability Fund aims to help with costs such as resources, utilities, insurance and cleaning supplies to ensure the running of Little Explorers can continue. This will be a voluntary £40 payment upon registration of your child at Little Explorers. This is non-refundable and an extra cost.
- Fees are payable from your child's allocated start date for all sessions requested during the booking process other than where alternative settling in sessions have been arranged in discussion with your child's Key Person and



the preschool manager. Fees are *still payable* in cases of illness or other absences from Preschool with the exception of Bank Holidays and any *planned* Preschool closure (e.g. School holidays). Preschool must be informed of the reason for your child's absence as soon as possible by phone/text/email or in person so that this can be recorded for audit and safeguarding purposes.

- A minimum of four weeks' notice in writing to the Preschool, *or four weeks fees in lieu of notice* is required if, for any reason your child leaves Preschool or substantial reduction is made to their sessions e.g. from 4 sessions to 2.

Please note that this is the same practice we have always followed.

Updated September 2025

Manager