



## Charminster Preschool

### 10.14a Fees Policy – from January 2026

This policy was adopted by	Charminster Pre-school
Date	27 <sup>th</sup> November 2025
Signed on behalf of Charminster Pre-school	
Name of signatory	Allie Greening
Role of signatory	Chair
Review date	March 2026

Charminster Preschool is a 'not for profit' registered charity run Preschool that provides high quality childcare and education. The information below gives an outline of Charminster Preschool's fees policy. This document should be read alongside our Terms and Conditions.

If you have any queries regarding your fees/charges or invoice please do not hesitate to contact the Preschool Leader via email: [leaders@charminsterpreschool.co.uk](mailto:leaders@charminsterpreschool.co.uk) or the Administrator via email: [info@charminsterpreschool.co.uk](mailto:info@charminsterpreschool.co.uk) or telephone 01305 251512.

### **Schedule of Fees & Charges (from 1<sup>st</sup> January 2026)**

*We may review our fees/charges at any time. Parents/Carers should anticipate an increase in fees/charges each April to reflect the needs of the setting at that time in line with increases in our costs and expenditure.*

**Voluntary Registration fee:** £5 - We ask for a voluntary contribution to cover registration and administration costs of joining our waiting list.

**Invoicing:** Parents/Carers will receive invoices in advance of the half term showing the amount due and by what date the fees must be paid.

#### **Private Hourly rates:**

<b>Seedlings (younger group):</b>	
• 2 year olds until the end of the term in which they turn 3:	£7.58 per hour.
• 3 year olds from the term <b>after</b> their 3 <sup>rd</sup> birthday:	£6.84 per hour.
<b>Bluebell (older group):</b>	
• 3–4 year olds	£6.84 per hour.

**Additional ad hoc sessions:** above agreed hours will be charged at the private hourly rates and funding cannot be used.

<b>Late collection charge:</b>	We reserve the right to charge a late collection fee of £20 for the first 15 minutes and £10 every five minutes thereafter.
<b>Late payment charge:</b>	£15 per week for late payment of fees not made by the invoice due date.
<b>Reprinting invoice charge:</b>	Due to the administrative costs to extract individual invoices to reprint or email, there is a £5 charge for this service.
<b>Refund charge:</b>	Due to the administrative costs to arrange a refund we may make a £10 charge in certain circumstances. (Please refer to our Terms and Conditions for additional information)
<b>Settling Sessions:</b>	We do not charge for your child's initial settling sessions.
<b>Bank Charges:</b>	If a cheque is not cleared by the bank, then the cost of the bank charges will be incurred by the parent/carer

### Other Fixed Charges and Optional Charges:

Please see the below table which details the sessions in which Fixed and Optional Charges are applied. We offer funded hours between 8.30am – 3.00pm during term time.

Session	Time	Funding allowed	Fixed cost	Optional Charges	
				Food	Activities & Special Occasions
Early Start	08.30 - 09.00	Yes		£1.00	-
AM	09.00 - 12.30	Yes		£0.50	£1.25
PM	12.30 - 15.00	Yes		£0.50	£1.25
After Preschool Club (APC)	15.00 - 16.00	<b>No</b>	£10.50	-	-

### After Preschool Club (APC) – Fixed Charge:

After Preschool Club has fixed fees which cover the cost to open for a small number of children receiving a high ratio of teachers to children, the cost of utilities/being open, as well as the foods and activities offered during this time. It includes a healthy snack. A minimum of 4 children must be booked into these sessions for them to be offered.

We accept payment by:

- **Childcare Vouchers** - we are registered to accept most childcare vouchers as payment. Contact your employers' HR department to register for their voucher scheme. These will then be deducted from your salary each month and you can then pay your invoice with these.
- **Tax Free Childcare Scheme** – the government introduced a scheme that allows parents and families to contribute into an account and they then 'top up' the funds by 20p for every 80p paid in. For eligibility and details see <https://www.gov.uk/government/news/tax-free-childcare-10-things-parents-should-know>

## Optional Charges Explained

To enable Charminster Preschool to continue to provide a high-quality early years education for **all** the children and families who attend, we greatly appreciate our families who can pay our optional charges. **These optional charges help to cover the costs of our enhanced provision and the extra experiences we provide. The optional charge is voluntary, and no child will be excluded if parents are unable or unwilling to pay, however if we do not receive enough contributions then we will need to reassess what we are able to offer.**

Our Optional Charges currently go towards supporting the following:

- **Food** - Children are offered a healthy breakfast during **Early Start sessions**, and during the **Morning** and **Afternoon** sessions have fruit and healthy snacks.
- **Consumables** - charges may be made for sun cream and wipes
- **Activities and Special Occasions** – Which include, but are not limited to;
  - Specialist tuition for example; from Forest School Leaders at **Forest School**
  - **Baking and cooking** afternoon experience each day of the week
  - Resources and materials for children to enjoy **crafting items and gifts linked to special occasions and celebrations** (for example: Chinese New Year, Christmas, Diwali, Easter, Father's Day, Halloween, Mother's Day, Shrove Tuesday)
  - **Healthy Movers** resources
  - **Preschool gardening and planting** – tools, seeds, plants, pots, compost, etc. used in the growing beds and planters to supplement our curriculum
  - **Family Gardening Club** run on 3 Saturday's across the year so all working families can attend
  - **Provision of waterproofs** to allow all children to have access to **Outdoor play** in all weathers.
  - **Visitors & guests** to offer greater variety of experiences
  - **Lending book library** and its books, available to all families to give everyone access to books at home.
  - **Story and activity bags shared with families** as a home learning link
  - **Story Nights on Zoom** – run in the evening so working parents can attend 5 times a year.
  - **Christmas/ Winter Party** open to all children and their family.
  - **Christmas / Winter gift** for every child and a personalised keep sake bauble
  - **Summer Community Day Trip, with an entertainer and bouncy castle** – this has previously been a subsidised event. The 2025 event was free to all families.
  - **Leavers party with an entertainer & keep sake gift**
  - **Shared activity days with St Marys First School** – Autumn term and Spring term
  - **Additional staffing** to support our **enhanced School transition** to St Marys School – story, lunches, playtime and so on.
  - **Additional staffing for activities and experiences beyond the statutory EYFS** e.g. small group work, forest school, walks in the community, summer community day trip, Christmas party, leavers party, and so on.
  - Staff time for sourcing and shopping for food and cooking ingredients and preparing them for eating.
  - **Weekly tapestry photos** of this week's play
  - Our 2-year-olds are also supported at a 1-4 ratio rather than a 1-5 ratio as allowed by the Government guidelines to better support their individual needs.

**On your registration form, you will have the following options:**

*I am able to support the preschool by paying the optional charges for my child's booked sessions. If my circumstances do not allow, and I receive an invoice with optional charges that I am unable to pay, I will notify the preschool by email or by returning the remittance slip before the fee due date.*

**OR**

*I am unable to pay the optional charges for my child's booked sessions and understand that my child may not be able to take part in enhancement activities.*

**Parents/Carers can choose to opt out of these optional charges at any time.**

If, on your registration form, you opted to support Preschool by paying the optional charges, but receive an invoice with optional charges that you are unable to pay, please notify preschool by email to [info@charminsterpreschool.co.uk](mailto:info@charminsterpreschool.co.uk) or return your remittance advice slip **before the fee due date** to enable us to budget and book activities and order materials and food for the appropriate number of children.

### **Funded Hours (As of September 2025)**

Government Funding can be used at Charminster Preschool between 8.30am – 3pm

We accept:

- 30-hour funding for eligible working families, for 2 year olds, 3 & 4 year olds, and where eligible, under 2 year olds.
- 15 hours funding for 2 year olds of families receiving additional support, and the universal entitlement for 3 & 4 year olds who are not eligible for 30 hours.

You can check your eligibility for childcare funding please visit: <https://www.beststartinlife.gov.uk/>

Information regarding 2 year old funding can be found here:

<https://www.dorsetcouncil.gov.uk/w/15-hours-funded-childcare-for-2-year-olds>

Information regarding 3 & 4 year old funding can be found here:

<https://www.dorsetcouncil.gov.uk/children-families/childcare/childcare-funding/childcare-funding-options>