

Innsworth Preschool Fees, Funding and Charges Policy

Last Updated: June 2026

1. Purpose and Scope

1.1 Overview: This policy sets out Innsworth Preschool's terms and procedures for fees, government-funded entitlement hours, private hours, meal services, optional services, charges, invoicing, payment, late collection, non-payment, and debt recovery.

1.2 Objective: The purpose of this policy is to ensure that all fees and charges are clear, transparent, fair, and legally compliant, while protecting the financial stability and safe operation of the setting.

1.3 Scope: This policy applies to all parents and carers accepting or using a place at Innsworth Preschool, including funded places, privately paid places, mixed funded and private arrangements, optional meal services, optional services, additional private hours, and any other agreed charges.

2. Legal and Statutory Framework

2.1 Compliance: This policy is underpinned by and ensures compliance with:

- The Childcare Act 2006
- The Statutory Framework for the Early Years Foundation Stage (EYFS)
- Department for Education early education and childcare statutory guidance
- Local Authority early years funding rules and provider agreements
- The Equality Act 2010
- The Consumer Rights Act 2015
- Competition and Markets Authority guidance on unfair contract terms
- UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018

3. Core Principles

3.1 Free at Point of Delivery: Government-funded entitlement hours are provided free of charge at the point of delivery where funding is available, valid, and accepted by the setting.

3.2 No Mandatory Charges for Funded Hours: Parents will not be required to pay mandatory charges as a condition of accessing funded entitlement hours.

3.3 Optional Charges: Meals, the Nappy and Wipes Service, additional private hours, Farm Experience, and other optional services confirmed in writing by the setting may be charged separately where parents choose to use them.

3.4 Safety Standards: Although optional services are voluntary, all children and families must comply with the setting's safety, safeguarding, food safety, allergen, hygiene, medical, clothing, equipment, and operational requirements.

3.5 Financial Stability: Innsworth Preschool is an independent setting with ongoing staffing, premises, insurance, food, utility, administrative, and operational costs. Fees and charges are necessary to maintain safe, sustainable provision.

3.6 Parent Responsibility: Parents are responsible for understanding the sessions, services, charges, funding rules, payment dates, notice requirements, and obligations they agree to when accepting or continuing a place. Parents must use agreed channels and must not make unilateral or doorstep

changes to care, attendance, food, medication, clothing, collection, toileting, safety or support arrangements. Personal preference does not override lawful policies, risk assessments, staff instructions, funding rules or operational requirements.

4. Place Basis and Admissions

4.1 Annual Place Basis: Places are normally offered for one academic year only, from September to August, unless otherwise agreed in writing. When a place is accepted, the child's regular funded and/or privately paid sessions, meals, and optional extras are planned and reserved for that school year based on the choices confirmed by the parent.

4.2 No Automatic Future Place: A place in one academic year does not create an automatic right to a place in a future academic year. Parents may be required to reapply or reconfirm their place when requested.

4.3 No Deposit: Innsworth Preschool does not charge a deposit to secure a place.

4.4 Place Confirmation: A place is not confirmed until the setting has confirmed this in writing and all required forms, funding information, permissions, medical information, and documents have been completed and returned.

4.5 Probationary Period: Every place is subject to the probationary or settling-in period set out in the Parent-Provider Agreement, Admissions Policy, and relevant enrolment documents.

4.6 Ending During Probation: During the probationary period, either party may end the place in line with the notice terms set out in the Parent-Provider Agreement.

4.7 Funding During Probation: Funding will only be claimed where the child is eligible and attendance has been delivered in line with Local Authority rules. If funding is withheld, rejected, reclaimed, or cannot be claimed because of parent error, missing information, invalid codes, late codes, or inaccurate declarations, private fees may apply.

5. Opening Hours and Session Structure

5.1 Opening Hours: Innsworth Preschool is open Monday to Friday from 8:00am to 6:00pm.

5.2 No Wraparound Care: The setting does not offer wraparound care outside the published opening hours.

5.3 Standard Sessions: The standard session structure is:

- Morning session: 8:00am to 1:00pm
- Afternoon session: 1:00pm to 6:00pm

5.4 Full Day: A full day is 8:00am to 6:00pm.

5.5 Session Blocks: Funded and private hours may be delivered through the setting's standard session structure. Parents must book the sessions agreed with the setting.

5.6 Private Hourly Rate: Privately paid attendance is charged at £6.00 per hour.

5.7 Standard Private Session Charges: Private session charges are:

- 5-hour morning session: £30.00
- 5-hour afternoon session: £30.00
- Full 10-hour day: £60.00

5.8 Use of Part of a Booked Session: Parents may choose to drop off later or collect earlier within a booked session. For example, if a parent wants their child to attend from 9:00am to 3:00pm, they must book both full sessions: 8:00am to 1:00pm and 1:00pm to 6:00pm. The child is occupying a full place, staffing and ratios are planned around booked sessions, and the setting cannot sell the unused part of the session to another family.

5.9 No 3:00pm Top-Up or 9:00am-3:00pm Special Arrangement: There is no 3:00pm top-up and no special 9:00am-3:00pm arrangement. Parents wanting their child to attend 9:00am-3:00pm must book both full sessions: the morning session from 8:00am to 1:00pm and the afternoon session from 1:00pm to 6:00pm.

Parents may choose to drop off at 9:00am and collect at 3:00pm, but they are still booking both full sessions. The full afternoon session is charged/booked because the child occupies that place and the setting cannot sell the unused part of the session to another family.

Unused time within a booked session cannot be refunded, credited, returned, reallocated, carried over, swapped, saved, or used against another session or day.

5.10 Availability: All sessions, additional hours, and optional services are subject to availability, staffing, ratios, funding rules, and operational capacity.

6. Government Funding Entitlements

6.1 Funded Hours: Government-funded entitlement hours are provided free at the point of delivery where the child is eligible, the funding is valid, and the setting is able to claim the funding.

6.2 Funding Covers Core Care and Education: Government funding covers the core EYFS care and education offered for the funded entitlement. Children receive the full EYFS curriculum whether or not parents purchase optional extras. The setting will not charge parents for resources, equipment or materials necessary for the effective delivery of funded childcare. Charges may apply separately only to optional meals, additional private hours, selected optional services, consumables, convenience services, take-home items, enhanced experiences or non-essential extras chosen by parents.

6.3 No Top-Up Fees: Innsworth Preschool will not charge parents a top-up fee to access funded entitlement hours.

6.4 Optional Extras: Parents may choose to purchase optional meals, optional services such as the Nappy and Wipes Service, or additional private hours. These are separate from funded entitlement hours and will be itemised clearly.

6.5 Opting Out: Parents may opt out of optional meals, the Nappy and Wipes Service, or other optional services and still access funded entitlement hours, provided the parent supplies safe and suitable alternatives where required and follows the setting's safety, hygiene, allergen, and operational requirements.

6.6 Quality of Provision: A child who accesses funded entitlement hours without optional services will still receive the core EYFS curriculum and care required for their funded place.

6.7 Reasonable Alternatives: Where parents opt out of optional services, the setting will allow reasonable alternatives where these can be managed safely and practically within the setting's staffing, premises, storage, hygiene, allergen, and operational controls.

6.8 Safety Not Optional: Opting out of a paid service does not remove the parent's responsibility to comply with the setting's safety rules. Unsafe food, missing medication, missing essential care items,

unsuitable clothing, unsuitable parent-provided nappies, wipes, creams, nappy sacks, or changing items, or failure to follow allergen controls may require immediate action.

7. Funding Codes and Parent Responsibilities

7.1 Parent Responsibility: Parents are responsible for applying for, maintaining, reconfirming, and providing any required funding codes, eligibility confirmations, parent declarations, and supporting information.

7.2 Deadlines: Funding codes and required information must be provided by the setting's published deadline and before the Local Authority headcount or claim deadline.

7.3 Late or Invalid Codes: Codes or confirmations provided after the deadline may not be accepted for that funding period. Where funding cannot be claimed, private fees may apply.

7.4 Reconfirmation: Parents must reconfirm eligibility codes before they expire. If a code expires or is not reconfirmed, funding may stop and private fees may apply.

7.5 Incorrect Information: If a parent provides incorrect, incomplete, late, or misleading information and this prevents the setting from claiming funding, the parent may be liable for the privately charged cost of the booked sessions.

7.6 Local Authority Reclaim: If the Local Authority later reclaims funding due to parent error, invalid eligibility, inaccurate declaration, duplicate claims, or failure to meet funding rules, the parent may be liable for any attendance not covered by the funding claim.

7.7 Multiple Settings: Parents using funding at more than one setting must provide accurate information about how their entitlement is being split. Parents are responsible for ensuring they do not overclaim funded hours.

8. Meal Service

8.1 Optional Meal Provision: Innsworth Preschool offers optional setting-provided meals during the day.

8.2 Breakfast: Breakfast is offered at no additional charge from 8:30am until 9:30am.

8.3 Brunch: Brunch is offered at 11:00am and is charged at £4.00 where selected.

8.4 Lunch: Lunch is offered at 2:30pm and is charged at £4.00 where selected.

8.5 Meal Charges: Meal charges are separate from funded entitlement hours and private hourly session fees.

8.6 Optional Status: Parents are not required to purchase setting-provided brunch or lunch to access a funded place.

8.7 Opting Out of Meals: Parents who choose not to use a setting-provided meal must provide suitable food from home for their child's booked session where food is required.

8.8 Food from Home: Food provided from home must comply with the setting's food safety, choking prevention, allergen, storage, hygiene, and suitability requirements.

8.9 Safety Checks: All parent-provided food may be checked by staff for safety, allergen, suitability, choking risk, labelling, storage, and compliance with setting rules.

8.10 Unsafe or Non-Compliant Food: If parent-provided food is missing, unsafe, unsuitable, unlabelled, non-compliant, contains or is labelled as "may contain" a restricted allergen, presents a choking risk, cannot be stored safely, or cannot be verified as safe, the setting may refuse to serve it. Allergen restrictions will be reviewed when the cohort changes, when medical information changes, or when an allergy plan is updated.

8.11 Emergency Replacement Meal: Where food from home is refused or unavailable, and the child requires food during the session, the setting may provide an emergency replacement meal where safe to do so.

8.12 Emergency Meal Charge: Where the setting has to provide an emergency replacement meal because a parent has not provided suitable food or has not opted into the meals service, a £6 emergency meal charge may apply, subject to funding rules and any applicable legal requirements. This reflects the additional inconvenience, food cost, staff time, and disruption caused by arranging food at short notice. This is a welfare measure and is not intended to become routine.

8.13 Repeated Issues: Repeated failure to provide safe, suitable, or compliant food may be treated as a safety concern and may lead to a formal review of the arrangement.

9. Optional Services and Additional Charges

9.1 Optional Services: The setting offers the current optional services listed below. These are separate from funded entitlement hours and are charged only where selected, used, or provided in line with this policy and the enrolment documents.

9.2 Current Optional Services: Current optional services are:

- Farm Experience: £2 per day
- Wellbeing Club: £1 per day
- Nappy and Wipes Service: £2 per day
- Additional private hours
- Emergency replacement items
- Other services confirmed in writing by the setting

9.3 Farm Experience: Farm Experience refers to farming-themed, nature-based and practical learning activities such as planting, growing, gardening, flowers, food preparation, cooking, seasonal produce, outdoor learning and related activities. It does not involve animal care unless a separate risk assessment and written parent information confirm otherwise. Children continue to receive appropriate outdoor, growing, gardening, nature-based and practical EYFS learning as part of the core funded provision. The optional charge applies only to additional enhanced items, consumables, take-home produce, convenience services or optional extras outside the funded entitlement.

9.4 Wellbeing Club: Wellbeing Club is an optional service and is charged at the published rate where selected.

9.5 Nappy and Wipes Service: The Nappy and Wipes Service is optional and is charged at £2 per day where selected. It covers nappies, wipes, and creams for parents who do not want to provide them, or where parents fail to provide enough suitable items and the setting has to cover them.

9.6 Price List: Current charges will be set out in the Fees, Funding and Charges Policy, enrolment documents, invoices, or other written information issued by the setting.

9.7 Opting Out of Optional Services: Where parents choose not to purchase an optional service, they remain responsible for providing any safe and suitable alternative items necessary for their child's hygiene, comfort, safety, care, or participation.

9.8 Essential Items: Parents may be required to provide items such as nappies, pull-ups, wipes, nappy sacks, spare clothes, weather-appropriate clothing, water bottles, safe food in a compact named wipe-clean container with an ice pack where needed, sun protection, medication, medical equipment, or other agreed items.

9.9 Missing Essential Items: Where a child arrives without required essential items, the setting may take reasonable action to meet immediate welfare, hygiene, safety, or participation needs.

9.10 Emergency Replacement Items: If parents fail to provide enough suitable nappies, wipes, creams, nappy sacks, changing items, or other essential care items, they will be asked to bring them in as soon as possible. If the setting has to provide these items because parents have not provided enough suitable items, a reasonable charge may apply. Any charge will be transparent, itemised where practicable, and linked to the item or service provided.

9.11 Repeated Failure to Provide Items: Repeated failure to provide required items may be treated as a failure to follow setting requirements and may lead to review under the Parent-Provider Agreement, relevant policy, or Suspension and Termination of Place Policy.

10. Invoicing

10.1 Invoice Clarity: Invoices will clearly separate, where applicable:

- Funded hours charged at £0.00
- Privately paid hours
- Meal charges
- Optional services
- Additional private hours
- Late collection charges
- Emergency replacement items or meals
- Other agreed charges

10.2 Invoice Frequency: Invoices are normally issued monthly unless otherwise agreed.

10.3 Payment Due Date: Fees are payable by the 7th of the month unless a different date is agreed in writing.

10.4 Parent Responsibility to Check: Parents are responsible for checking invoices promptly and raising any query in writing as soon as possible.

10.5 Invoice Queries: Any query about fees, invoices, funding, or charges must be raised in writing. Email is accepted.

10.6 Payment While Query is Reviewed: Raising a query does not remove the obligation to pay undisputed charges by the due date unless the setting agrees otherwise in writing.

10.7 Corrections: Where an error is identified, the setting will correct it through a revised invoice, credit, adjustment, or refund where appropriate.

11. Payment Terms

11.1 Payment Obligation: Parents must pay all fees and charges by the due date.

11.2 Accepted Payment Methods: The setting will confirm accepted payment methods in writing.

11.3 Late Payment: Where fees are not paid by the due date, the setting may apply late payment procedures.

11.4 Late Payment Administration Charge: A £30.00 administration charge may be added to invoices unpaid 7 days after the due date to reflect credit control and administrative costs.

11.5 Payment Plans: Where parents are experiencing difficulty, they must contact the setting promptly and before the payment deadline wherever possible.

11.6 Written Agreement Required: Any payment plan must be agreed in writing. A verbal discussion does not create a payment plan.

11.7 Failure to Follow Payment Plan: If a payment plan is missed or broken, the full outstanding balance may become payable immediately and the child's place may be reviewed.

12. Non-Payment and Debt Recovery

12.1 Initial Contact: If fees remain unpaid 7 days after the due date, the setting will contact the parent.

12.2 Suspension of Chargeable Services: If no payment plan is agreed, the setting may suspend chargeable sessions, optional services, additional private hours, or other paid services.

12.3 Funded Entitlement: The setting will not remove access to funded entitlement hours solely because optional charges are unpaid, unless the issue also creates a safeguarding, safety, operational, or contractual concern that prevents safe attendance.

12.4 Review of Place: Serious or repeated non-payment may lead to a review of the child's place, particularly where the place includes private hours, optional services, or mixed funded and private arrangements.

12.5 Termination: If a balance remains unpaid after formal reminders, no payment plan is agreed, or an agreed payment plan is not followed, the setting may terminate the child's place in line with the Parent-Provider Agreement and Suspension and Termination of Place Policy.

12.6 Debt Recovery: If unpaid fees are passed to a third-party debt collection agency, solicitor, or court process, the parent may be liable for reasonable associated recovery costs where permitted by the Parent-Provider Agreement and law.

12.7 Legal Action: The setting reserves the right to take legal action to recover unpaid fees, charges, costs, and interest where applicable.

13. Late Collection, Additional Attendance and Meals

13.1 Collection Time: Parents and carers must collect their child at the agreed collection time.

13.2 Grace Period: The preschool allows one 10-minute grace period for late collection.

13.3 Additional Attendance: After this 10-minute grace period, any additional time will be charged as extra attendance. Extra attendance is charged by the hour. Once an additional hour has started, that full hour becomes chargeable.

13.4 Advance Contact: Where a parent or carer contacts the preschool in advance to explain that they are running late, the additional time will be charged at the normal hourly rate of £6 per hour.

13.5 Unauthorised Attendance: Where a parent or carer is late and has not contacted the preschool in advance, the additional time will be treated as unauthorised attendance and charged at double the normal hourly rate. As the normal hourly rate is £6 per hour, unauthorised attendance will be charged at £12 per hour.

13.6 No Further Grace Period: There is no further grace period after the first 10 minutes. Once the grace period has passed, charges apply by the hour. If a chargeable hour has started, it is charged in full.

Example: If a child is due to be collected at 1:00pm and the parent contacts the preschool to say they are running late and will collect at 2:00pm, but the child is collected at 2:10pm, the parent will be charged for two additional hours at the normal hourly rate. This is because the extra attendance has gone into the next chargeable hour.

Example: If the next chargeable hour begins at 3:00pm and the parent collects at 3:03pm, the full 3:00pm-4:00pm hour is chargeable.

13.7 Meal Provision During Additional Attendance: Where a child remains at preschool beyond their booked or authorised session time and is still present during the afternoon mealtime period, the preschool will provide the child with a meal.

13.8 Parent Contact Before Meal: Parents or carers will be informed before the meal is provided wherever reasonably possible. However, providing a meal is a condition of the child remaining at preschool beyond their booked or authorised session time during the mealtime period.

13.9 Welfare and Care Needs: This is to ensure the child's welfare, routine, and basic care needs are met while they remain on site. Parents or carers cannot request that a child stays through the mealtime period without being provided with appropriate food, unless this has been agreed in advance for a specific dietary, medical, allergy, or other reasonable care reason.

13.10 Meal Charge: Any applicable meal charge will be applied in line with the preschool's current fees and meal charging arrangements.

13.11 Repeated Late Collection: Repeated late collection may lead to a formal review or further action if it disrupts staffing, ratios, sessions, safeguarding, operational stability, or the safe running of the setting.

14. Absence, Holidays and Missed Sessions

14.1 Reserved Sessions: The regular funded and privately paid sessions chosen and accepted by parents are reserved for that child. The preschool plans staffing, ratios, resources, meals, and optional extras using the regular sessions families have booked, not whether a child attends on a particular day.

14.2 Privately Paid Sessions: No refund, credit, reduction, replacement, or alternative session is normally given when a child misses a privately paid session because of illness, holidays, appointments, school visits, family commitments, late arrival, early collection, or any other reason.

14.3 Funded Sessions: This rule applies to both 15-hour and 30-hour funded sessions. If a child does not attend a funded session that has been booked and reserved for them, that session is not refunded, moved, replaced, swapped, carried over, exchanged for another session, or given to another family.

Funding hours have no cash value and cannot be refunded or exchanged for alternative sessions. Funding claims and attendance records will continue to be managed in line with Local Authority rules.

14.4 Reasons for Absence: The funded-session rule applies whether non-attendance is because of holidays, appointments, school visits, family commitments, late arrival, early collection, illness, or any other reason.

14.5 Meals and Optional Extras During Absence: Meal charges and optional extras are not normally removed, reduced, or refunded because a child did not attend, arrived late, left early, or did not use the service that day. These services are planned, staffed, ordered, purchased, or allocated using the child's regular booking.

14.6 No Pay-As-You-Go Arrangement: Innsworth Preschool is not a pay-as-you-go service. A child's place and regular booking are held according to the sessions, meals, and optional extras accepted by the parent.

14.7 Additional Privately Paid Sessions: Additional privately paid sessions are separate from funded entitlement. Parents may request and pay for extra sessions when needed, but these are offered only where there is availability and the preschool can safely meet staffing and ratio requirements.

14.8 Changes to Regular Sessions: Parents may request a change to their child's regular booked sessions in writing. Changes may be limited to one change per term and are always subject to availability, funding rules, staffing requirements, ratios, notice requirements, and the operational needs of the preschool.

14.9 Management Discretion: Any exception to the usual absence, refund, meal, optional-extra, or session-change rules is entirely at the discretion of the management team and must be confirmed in writing.

14.10 Goodwill Gestures: The preschool may occasionally make a goodwill gesture in exceptional circumstances. A goodwill gesture does not change the usual rules and does not create an entitlement to a future refund, credit, replacement, moved session, swapped session, or alternative session.

15. Closures and Refunds

15.1 Emergency and Safety-Related Closure: Where the setting closes, reduces hours, restricts attendance, or is unable to provide booked care due to emergency, safety, staffing, weather, premises, public health, safeguarding, or operational reasons, any fee, charge, credit, refund, or adjustment will be considered in line with the Parent-Provider Agreement, the Fees, Funding and Charges Policy, current local authority funding rules, consumer law, the reason for the closure, costs already incurred, services already provided or reserved, and the circumstances of the case. The setting may retain or charge reasonable sums where this is lawful, fair, clearly explained, and linked to costs, losses, booked provision, services already arranged, or the circumstances of the disruption. The setting will not rely on a blanket no-refund position where this would be unfair or inconsistent with statutory rights.

15.2 Funded Hours During Closure: Funded entitlement sessions affected by closure or reduced delivery will be managed in line with the current Gloucestershire Early Years Provider Agreement, parental declaration, local authority funding rules, and any applicable guidance. The setting will follow the required funding process and will not claim or charge in a way that breaches those requirements.

15.3 Closure Circumstances: This section applies whether closure or reduced operation results from extreme heat or other severe weather, high indoor temperatures, inadequate ventilation or cooling, child or staff illness, staff shortage, inability to maintain ratios or safe supervision, utility failure,

premises safety or suitability, public health action, government direction, or another emergency or safety concern.

15.4 No Consequential Loss: The setting is not liable for indirect or consequential losses arising from closure, including loss of earnings, travel costs, alternative childcare costs, missed appointments, or other related expenses.

15.5 Partial Closure or Restricted Attendance: The same principles apply where the setting opens late, closes early, reduces operating hours, closes a room, restricts activities or attendance, or requires early collection. Any legally required adjustment or management discretion will be confirmed in writing.

15.6 Closure Decision: Innsworth Preschool will always try to remain open where it is safe and reasonable to do so. However, management may close in advance, close during the day, reduce operating hours, close or restrict a room or activity, restrict attendance, or require early collection where it reasonably believes that extreme weather, high temperatures, humidity, inadequate ventilation or cooling, premises conditions, utility failure, staffing levels, ratios, child wellbeing, staff wellbeing (including risks to pregnant or otherwise vulnerable staff), or another safety concern means the setting cannot operate safely or appropriately.

The decision will be made by the Manager or most senior authorised person using professional judgement, dynamic risk assessment, EYFS safeguarding and welfare duties, health and safety responsibilities, staffing and premises information, and the needs of the children and staff on site.

16. Notice, Changes and Cancellation

16.1 Notice to Leave: Parents must give notice to end a place in line with the Parent-Provider Agreement.

16.2 Requests to Change or Reduce Sessions: Requests to change, add, reduce, or cancel regular sessions must be made in writing. Changes may be limited to one change per term and are subject to availability, funding rules, staffing, ratios, operational needs, and the notice requirements in the Parent-Provider Agreement.

16.3 Written Notice Required: Notice must be given in writing. Verbal comments at the door, informal messages, or casual conversations are not treated as formal notice.

16.4 Fee Liability During Notice: Fees and charges remain payable during the notice period unless otherwise agreed in writing.

16.5 Setting-Initiated Changes: The setting may change fees, sessions, services, charges, or operating arrangements where necessary for legal, funding, staffing, financial, safety, or operational reasons.

16.6 Notice of Fee Changes: Parents will normally be given at least one full calendar month's written notice of fee changes, unless the change is required urgently due to legal, funding, safety, or operational reasons.

17. Changes to Funded Entitlement or Local Authority Rules

17.1 External Rules: Government funding rules, Local Authority processes, eligibility criteria, hourly rates, and claim procedures may change.

17.2 Parent Liability: Where a change in rules, eligibility, funding validity, or Local Authority decision means funding cannot be claimed, private fees may apply unless the issue is due to provider error.

17.3 Provider Error: We will not pass on charges to parents where funding is lost solely because of an error by the setting.

17.4 Parent Error or Late Information: Where funding is lost or cannot be claimed because of parent error, late information, invalid codes, missed reconfirmation, inaccurate declarations, or duplicate claims, the parent may be liable for the private cost of the place.

18. Equality and Fair Access

18.1 Fair Access: The setting will apply this policy fairly and consistently.

18.2 No Discrimination: We will not apply fees, charges, or funding arrangements in a way that unlawfully discriminates against a child or family.

18.3 Reasonable Adjustments: We will consider reasonable adjustments where a parent or child has a disability or additional need, provided the adjustment is reasonable, safe, lawful, and operationally workable.

18.4 Optional Charges and Funded Places: A child will not be denied a funded place solely because a parent chooses not to purchase optional services.

18.5 Safety Requirements: Fair access does not remove the requirement for parents to follow essential safety, safeguarding, allergy, food, hygiene, medical, and operational rules.

19. Decision-Making and Record Keeping

19.1 Records: The setting keeps records of funding claims, invoices, payments, charges, debt correspondence, payment plans, funded hours, private hours, and optional services.

19.2 Decision Records: Decisions relating to disputed charges, suspension for non-payment, termination for debt, emergency charges, funding issues, or exceptional discretion will be recorded.

19.3 Confidentiality: Financial records are handled confidentially and shared only where necessary and lawful.

19.4 Evidence: The setting may rely on invoices, attendance records, enrolment forms, parent declarations, funding records, emails, payment records, and written agreements as evidence of charges and liability.

20. Monitoring and Review

20.1 Monitoring: Fees, funding, charges, payment patterns, debt, and optional service arrangements are monitored by the Manager and leadership team.

20.2 Review: This policy is reviewed annually, or earlier where there are changes in legislation, statutory guidance, Local Authority funding rules, operational practice, charges, or the needs of the setting.

