



FEES AND CONDITIONS POLICY

APPLICATION FEE

Woodpeckers Pre-School has a £20.00 non-refundable application fee which is payable when parents/carers request sessions for their child. This fee is non-applicable for children who are funded either by KCC Free for 2 Funding or Early Years Funding for 3 and 4 Year Olds when their child joins Woodpeckers Pre-School.

FEES

Our current fees are £6.40 per hour per child.

There is a charge of £10.00 per 15 minutes for late pick up after 4pm. Late pick up fees are exempt of KCC Free for 2 and Early Years Funding for 3 and 4 Year Olds.

SESSION TIMES

We operate term time only, Monday to Friday. Our session times are :

Morning session : 8:30am – 12 noon

Lunch : 12pm – 1pm

Afternoon session : 1pm - 4pm

Fees are chargeable per session ie. you may choose to drop off your child at 9am but a full morning session from 8:30am – 12 noon will be charged.

If your child receives either Free for 2 Funding, working entitlement 2 year old funding or Free Entitlement for 3 and 4 year olds funding (15 hours or 30 hours), these hours must be taken first against each full session in the week. The hours must be used against a full morning session, lunch or afternoon session.

A child must attend a morning or an afternoon session to be eligible to stay for a lunch session.

eg. If a child is booked in for full days Monday, Tuesday and Wednesday and qualifies for 15 hours free entitlement, then the Monday and Tuesday will utilise their 15 hours free funding, and the Wednesday will be chargeable at £6.40/hour ie. 7.5 hours x £6.40 = £48.



FREE FOR TWO FUNDING (FF2)

Some families may qualify for free early years education for their 2 year old children. This scheme is known as Free for Two (FF2) and offers families 15 free hours per week for their 2 year old child.

A child's eligibility is based on a child's birth date following between the eligible date ranges and parents/carers receiving one of the following benefits or credits:

- Income Support
- Income-based Job Seeker's Allowance (JSA)
- Income related Employment and Support Allowance (ESA)
- Universal Credit – if a parent is entitled to Universal Credit and they have an annual net earned income equivalent to and not exceeding £15,400*, assessed on up to three of the parent's most recent Universal Credit assessment periods.
- Tax credits and they have an annual income of under £16,190 before tax
- The guaranteed element of State Pension Credit
- Support through Part 6 of the Immigration and Asylum Act
- The Working Tax Credit 4-week run on (the payment parents receive when they stop qualifying for Working Tax Credit).

*Please note the earned income threshold applies for places starting in the summer term of 2018 (on or after 1st April 2018), or any subsequent term.

A child can also receive FF2 if any of the following apply:

- The child is looked after by a LA
- The child has a current statement of special education needs (SEN) or an education, health and care (EHC) plan
- The child is in receipt of Disability Living Allowance (DLA) • The child is no longer looked after by the LA, as a result of an adoption order, a special guardianship order or a child arrangement order.



Eligible Child's Birth Date Ranges are:

A child born in the period	Will become eligible for a free place
1 January to 31 March (inclusive)	The start of Term 5 following their second birthday (after April holiday)
1 April to 31 August (inclusive)	The start of Term 1 following their second birthday (after Summer holiday)
1 September to 31 December (inclusive)	The start of Term 3 following their second birthday (after Christmas/New Year holiday)

If families believe they qualify for FF2 for their child, families should apply online at www.kent.gov.uk/freefor2. Once confirmation of entitlement is received, parents/carers should email their Free for 2 code to woodpeckersoffice@gmail.com. Free for 2 Funding is only eligible once confirmation of entitlement is received. Parents/carers are eligible for all fees until this time.

Before FF2 funding can be applied for from Kent County Council (KCC), parents/carers are asked to read our Privacy Notice and complete a Parental Declaration Form. Parent/carers are also requested to provide evidence of their child's date of birth and legal names. This may be either an original passport or birth certificate.

FF2 funding is a rolling programme for 2 year olds and children can be admitted at any time throughout the term – children do not have to start at the beginning of each term to receive FF2 funding. Please note, FF2 eligibility remains in place until three year old Universal Entitlement funding starts, once a child starts at Woodpeckers under FF2 funding, even if family circumstances change.

Additional hours (over 15 free hours) may be purchased for children. If a planned closure occurs within the setting, your child will be offered additional hours to ensure they receive their 570 free hours per year.



WORKING PARENT ENTITLEMENT FOR 2 YEAR OLDS

If you are an eligible working parent, you can apply for 30 hours of childcare for your 2 year old in line with the Department of Education's table below.

A child born on or between	Will become eligible for a free place from
1 April and 31 August	Start of the Autumn academic period (terms 1 & 2) in September following their second birthday
1 September and 31 December	Start of the Spring academic period (terms 3 & 4) in January following their second birthday
1 January and 31 March	Start of the Summer academic period (terms 5&6) in April following their second birthday

If you apply more than 3 months before the start of the new term, you will need to reconfirm your details before the end of the month before the start of the new term. This is to ensure you are still eligible.

To become eligible and qualify for a childcare code, you must meet the following criteria. Over the next 3 months you and your partner (if you have one) must each expect to earn at least:

- £2,539 before tax if you're aged 21 or over (equivalent to £195 per week)
- £2,080 before tax if you're aged 18 to 20 (equivalent to £160 per week)
- £1,570 before tax if you're under 18 or an apprentice (equivalent to £120 per week).

This is the National Minimum Wage or Living Wage for 16 hours a week on average. You can use an average of how much you expect to earn over the current tax year if:

- you work throughout the year but do not get paid regularly
- you're self-employed and do not expect to earn enough in the next 3 months.

Families can apply for working entitlement 2 year old funding online at www.childcarechoices.gov.uk. Once eligibility has been confirmed, parents/carers will be given a code to give to the pre-school and will be asked to complete a Declaration Form. It is the parents/carers responsibility to reapply each term for a new code. Parents/carers are reminded that they are personally liable for fees for additional hours over 30 hours working entitlement 2 year old funding if they have not received a code from the Government or their eligibility changes over the year.



Woodpecker's retains the right to limit the number of working entitlement 2 year old spaces available each year.

Before working entitlement 2 year old funding can be applied for from Kent County Council (KCC), parents/carers are asked to read our Privacy Notice and complete a Parental Declaration Form. Parent/carers are also requested to provide evidence of their child's date of birth and legal names. This may be either an original passport or birth certificate.

Additional hours (over 30 free hours) may be purchased for children. If a planned closure occurs within the setting, your child will be offered additional hours to ensure they receive their 570 free hours per year.

FREE EARLY YEARS FUNDING FOR 3 AND 4 YEAR OLDS

A child is eligible for 15 hours Free Early Years Funding for 3 and 4 Year Olds in line with the Department of Education's table below. Parents/Carers may purchase additional hours for children. In the event of a planned closure, children will be offered alternative sessions to ensure they are offered their full 570 hours free hours per year.

A child born on or between	Will become eligible for a free place from
1 April and 31 August	Start of the Autumn academic period (terms 1 & 2) in September following their third birthday
1 September and 31 December	Start of the Spring academic period (terms 3 & 4) in January following their third birthday
January and 31 March	1 Start of the Summer academic period (terms 5&6) in April following their third birthday

Some families are also eligible for 30 hours 3 and 4 Year Old Funding. Families can apply for 30 hour funding online at www.childcarechoices.gov.uk. Once eligibility has been confirmed, parents/carers will be given a code to give to the pre-school and will be asked to complete a Declaration Form. It is the parents/carers responsibility to reapply each term for a new code. Parents/carers are reminded that they are personally liable for fees for additional hours over 15 hours universal 3 and 4 year old funding if they have not received a code from the Government or their eligibility changes over the year.



Woodpecker's retains the right to limit the number of 30 hour 3 and 4 year old spaces available each year.

Before 3 and 4 Year Old Universal and Extended Funding can be applied for from Kent County Council (KCC), parents/carers are asked to read our Privacy Notice and complete a Parental Declaration Form. Parent/carers are also requested to provide evidence of their child's date of birth and legal names. This may be either an original passport or birth certificate.

PAYMENT OF FEES

Invoices confirming children's sessions and fees are given to parents/carers at the beginning of each term to ensure parents are aware of the sessions their children will be attending and the fees which are due.

Fees must be paid in full by the end of the term in which they fall due by cheque, cash, bank transfer or tax free childcare voucher schemes, with 50% falling due by the end of the first half term. Late fees will incur a £5.00 charge per week. If you would prefer to pay monthly by standing order please talk to Mandy or Helen to organise this.

For an academic year,

Autumn Invoice (issued early September)	50% due by October half term 50% due by 31 December.
Spring Invoice (issued early January)	50% due by February half term 50% due by 31 March.
Summer Invoice (issued early April)	50% due by May half term 50% due by 31 July.

Fees cannot be carried forward to the next term. If fees are not settled as detailed in the table above, your child will not be able to return to Woodpeckers for non-funded sessions until they are up-to-date or a payment plan has been agreed. If your child is KCC funded (either Free for 2, 2 year old working entitlement or Free Entitlement Funding), you may be asked to reduce sessions to funded hours only until the fees are paid to ensure no further debt occurs.

Woodpeckers will not take responsibility for loss of fees through transactions when fees are paid via tax free childcare voucher schemes or bank transfers; parents remain liable for the payment of fees until payment reaches our bank account.

Please note refunds will not be given if the setting has to close due to bad weather and/or unpredictable circumstances. In the event of a planned closure (such as 'Stay and Play Lunches and End of Term Parties), children will be offered an alternative session to ensure they receive their full 570 free hours per year.

IF YOU ARE EXPERIENCING DIFFICULTIES IN PAYING, PLEASE TALK TO US.



If fees continue to be unpaid, the parent/carer will be contacted in person by telephone or letter and asked to remedy the situation.

Fees are still payable if a child is absent due to illness or holiday.

NON-ATTENDANCE OF A CHILD

If you are going on holiday, or your child is unwell, please telephone us to let us know. You can either email Mandy directly at Woodpeckersoffice@gmail.com or telephone us on 01580 720195. If we have not heard from parents/carers by midday, we will aim to telephone parents/carers to establish the child's reason for absence.

If no contact is established between Woodpeckers and the parent/carers after two weeks, we may have to contact the Local Safeguarding Team for advice. After six weeks, if families are unable to provide a valid reason for non-attendance and we have no safeguarding concerns about the child, the next step would depend on whether the child is receiving a Free for 2 / 2 year old working entitlement / Free entitlement for 3 and 4 year olds funding place, or is paying for their fees. The child's place will be allocated to someone else if the child is taking a fee paying place. A notice period is only charged for the hours accessed outside of Free entitlement for 3 and 4 year olds / Free for 2 / 2 year old working entitlement.

WITHDRAWING A CHILD FROM WOODPECKERS

If your child is leaving Woodpeckers, you are required to give six weeks' notice in advance.

If you do not give notice and your child is taking a fee paying place, you will be personally liable for the total six weeks fees. This excludes children claiming Free for 2, 2 year old working entitlement or free entitlement for 3 and 4 year old funding.

Parents are asked to sign the following agreement to confirm they have read and understood the Fees and Conditions Policy.

This policy was reviewed and adopted on 1 September 2025.

Signed *Steven White*
Steven White (Chairperson)
Trustee of Woodpeckers Preschool CIO
26th August 2025

Next review date: Sept 2026



FEES AND CONDITIONS POLICY

I have read and understood the Woodpeckers Fees and Conditions Policy.

Name of Child:

Signed:

Parent/Carer's Name:

Date:

Thank you – if you have questions, please do not hesitate to ask.