



PRICING AND PAYMENT OF FEES POLICY

At Super Stars Pre-school we believe in open communication with all of our parents and staff. We are presenting this policy to ensure that you fully understand our charging structure:

Rates and Hours per Session

We are open from 8.00am to 5.00pm and offer a morning session (3 or 4 hours) from 8.00am or 9.00am to 12.00 noon, Lunch Club (1 hour) from 12.00 noon to 1.00pm and an afternoon session (2 or 4 hours) from 1.00pm to 3.00pm or 5.00pm.

Our Hourly rate is £9.50.

Government funded hours accepted

- Universal entitlement - 3&4yrs olds
- Free for Two Funding - 2yrs olds
- Working Parent Entitlement for 2,3,4 yrs olds

To check eligibility for government funded places go to:
<https://beststartinlife.gov.uk/>

Voluntary consumable fee includes the following items:

- Snack (£1 per day)
- Extra-curricular activities: for example, Valentine craft, Mother's Day cards, Father's Day cards, Easter craft, Christmas craft and cards, planting and growing vegetables, biscuit decorating, etc. (£1 per day)
- Enrichment activities: weekly Yoga sessions, weekly RugbyTots sessions, weekly Robot Reg (phonics) classes (£3 per activity if attending on those days)

Additional seasonal costs to be advised during the Summer and Autumn terms, relating to Nativity and Christmas party and present, Graduation presentation and celebration, etc.

For parents who wish to opt-out of paying the voluntary charge, we will ensure that those children are engaged with an alternative activity or provision that complies with EYFS.

15hrs Free Entitlement for 3 & 4 year olds

This is available to all 3 – 4 year olds. The current free entitlement is for 15 hours per week – referred to as Universal funding. The Lunch Club is included in your free entitlement, so once the number of hours your child attend exceeds 15 hours you will be charged at our hourly rate.

The free entitlement is claimed the term after your child's 3rd birthday. Parents are asked to complete a declaration each term stating the hours they are claiming. At the time of registration, we also request that we see the child's original birth certificate and proof of address, which we require to process the claim for the free entitlement.

In addition, parents, if they meet certain criteria, may be eligible for an additional 15 hours per week – referred to as Extended funding. This together with the universal funding makes a total of 30 hours per week.

30hrs Free Entitlement for 3- 4 year olds

The eligibility criteria for this extended funding is that you, and any partner, must each expect to earn (on average) at least £166.72 a week (equal to 16 hours at the National Minimum or Living Wage). If you, or your partner, are on maternity, paternity or adoption leave, or you're unable to work because you are disabled or have caring responsibilities, you could still be eligible. You can't get 30 hours free childcare if either you, or your partner each individually expect to earn £100,000 or more.

Please go to www.beststartinlife.gov.uk for more information and to register and get a code which you need to pass onto us to enable us to claim the free entitlement for you.

30hrs Free Entitlement for 2 year olds

This is available to eligible working parents of 2 year olds for 30 hours per week.

The free entitlement is claimed the term after your child's 2nd birthday. Parents are asked to complete a declaration each term stating the hours they are claiming. At the time of registration, we also request that we see the child's original birth certificate and proof of address, which we require to process the claim for the free entitlement.

To qualify for a childcare code you must meet the following criteria. Each parent must:

- earn at least £8,600 a year
- earn under £100,000 adjusted net income a year
- work the equivalent of 16 hours a week national minimum/living wage.

Please go to www.beststartinlife.gov.uk for more information and to register and get a code which you need to pass onto us to enable us to claim the free entitlement for you.

Free for Two Funding

For children aged 2 – 3 years the current free entitlement is for 15 hours per week. Once the number of hours your child attends exceeds 15 hours you will be charged at our hourly rate.

A child is eligible for a free 2 year old place if you are in receipt of any the following benefits

- Income Support
- income-based Jobseeker's Allowance (JSA)
- income-related Employment and Support Allowance (ESA)
- Universal Credit, and your household income is £15,400 a year or less after tax, not including benefit payments
- tax credits, and your household income is £16,190 a year or less before tax
- the guaranteed element of Pension Credit
- the Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)

2-year-olds can also get free childcare if they:

- are looked after by a local authority
- have a statement of special educational need (SEN) or an education, health and care (EHC) plan
- get Disability Living Allowance
- have left care under an adoption order, special guardianship order or a child arrangements order

Visit <https://www.kent.gov.uk/education-and-children/childcare-and-pre-school/free-childcare#tab-1> for full details and to apply online. Once you have applied online you will receive a voucher number confirming that you are eligible, which you then need to forward to us so that we can then fill in the necessary forms to claim the funding on your behalf

Early Years Pupil Premium (EYPP)

This initiative is aimed at making a difference to the attainment of disadvantaged children. EYPP can be claimed once the child is eligible for Universal Funding. To be eligible for the EYPP parents/carers must meet one of the following criteria:

Economic

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit

- Child Tax Credit (provided they are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit Run-on (this is paid for 4 weeks after they stop qualifying for Working Tax Credit)
- Universal Credit if a parent is entitled to Universal Credit they must have an annual net **earned** income equivalent to and not exceeding £7,400, assessed on up to three of the parent's most recent Universal Credit assessment periods.

EYPP Other Criteria

- Children who have left the care of a local authority as a result of an adoption order in England or Wales
- Children who have left the care of a local authority as a result of a special guardianship order in England or Wales
- Children who have left the care of a local authority as a result of a child arrangements order in England or Wales
- Children who are currently being looked after by a Local Authority in England or Wales.

Parents/carers can apply for the EYPP by completing the section on the declaration form for Universal Funding as this enables Super Stars to make a claim on the parents' behalf.

Late Pick Up

A fine can be imposed which is double our hourly rate and worked out on a pro-rata basis. Please see 'Uncollected Children's Policy' for further details.

Absence

More than 10 days absence may result in loss of your Early Years free entitlement funding and loss of your child's place at Super Stars.

School Outings and Special Occasions

Occasionally, Super Stars Pre-school will organise an outing for the children or special event. Whenever possible such events will be funded by the pre-school but sometimes a charge may have to be made. In this event parents will be consulted, and permission sought to go ahead with the outing/event. If parents have any objections special consideration will be given and a solution will be found to help accommodate the parent's requirements.

Payment of Fees

Fees must be paid termly. There is no concession with regard to payment of fees, you are paying for your child's place not for the session, and therefore payment must be made when your child is ill or you go away on holiday in term time.

We accept cash, cheque and bank transfers for paying fees together with workplace childcare vouchers. We are also registered to accept Tax Free Childcare payments.

If fees are not paid this may jeopardize your child's place at the pre-school, as we need to collect all the fees to allow us to pay staff and cover running costs, as well as buying equipment and resources for the children.

If you have problems with paying the fees, or wish to discuss this Policy further, you are welcome to speak to the Manager at any time in complete confidence. We will do our best to help you if we possibly can. In fact, with twins & siblings if none of the children are receiving the free entitlement, we will consider offering a 10% discount, but this is at the discretion of the Owner.

Reviewed August 2026
To be reviewed annually