Charging Policy

Introduction

We believe in open communication with our parents and staff. We set our prices and charges at a level to maintain the financial sustainability of Pavilion Pre School and our Breakfast and After School Clubs, whilst at the same time providing good value for money. This policy is presented to explain fees and charges for our pre-school, breakfast and after school clubs ensuring transparency and compliance with DfE Early Education and Childcare Guidance 2025. All funded hours remain free. Optional charges are strictly voluntary.

Free Early Education Entitlement (FEEE)

The government offers several types of Early Years Funding to support families with childcare costs. Below is a simple explanation of the funding streams we accept and how they are applied within our pricing policy.

1. Universal 3–4 Year Old Funding (15 Hours)

All children are entitled to 15 hours per week of government-funded early education starting the term after their 3rd birthday.

- This funding is available for 38 weeks per year (term time).
- It covers part of the core childcare provision.
- Parents do not need to meet any eligibility criteria—this funding is universal.

2. Extended Entitlement for Working Parents (30 Hours)

Some families may be eligible for an additional 15 hours, giving a total of 30 funded hours per week during term time.

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To qualify, parents must:

- Meet the government's earnings criteria (usually each working parent earning the equivalent of 16 hours at minimum wage).
- Apply through the government Childcare Choices website and obtain a valid 30-hour code.
- Renew the code every three months. Pavilion Pre School (Aigburth) CIO is responsible for renewing funding codes. It is the parents responsibility to ensure that the code is renewed in a timely manner so as to ensure that funding is continued.

3. Two-Year-Old Funding (Deprivation / Low Income Funding)

Some families may qualify for 15 hours of funded early education for 2-year-olds. This is sometimes called:

- Deprivation funding
- Disadvantaged 2-year-old funding
- Eligible two-year-old funding

Families may qualify if they receive certain benefits, have low household income, or meet specific criteria such as:

- Children with Special Educational Needs (SEN)
- Looked-after or adopted children
- Parents receiving income-based benefits
- Families meeting other criteria set by the local authority

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This funding supports children who will benefit from early access to education and care.

Transfer of funding

We accept requests to transfer funding. Funding may be transferred mid-term in exceptional circumstances such a house move by a significant distance, social care interventions or for safeguarding reasons.

A transfer of funding form must be completed before a transfer is considered. This must be sent to eyfunding@liverpool.gov.uk. Pavilion are happy to provide this form or parents can request a copy from eyfunding@liverpool.gov.uk

Important:

The extended entitlement funds the childcare hours only. As with the universal offer, parents are required to pay for consumables, meals, outings, and enhancements not covered by the government rate.

How the Funding Is Applied in Our Setting

- Funding reduces the cost of childcare by covering a set number of hours each week.
- Lunches, snacks, consumables, enrichment activities, trips, and additional services are not covered by government funding and therefore appear as separate charges.
- Any hours taken above the funded entitlement are charged at our standard rates.
- Parents are required to complete a funding declaration form each term to allow us to claim funding accurately.

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Your child may be eligible for further funding such as:

- Disability Access Funding (DAF)
- Early Years Pupil Premium
- Deprivation Funding
- English as an Additional Language Funding
- High Needs Funding (Special Educational Needs)

Pavilion Pre School (Aigburth) CIO will guide parents through any additional funding that may be available. In most cases, any such funding will be received directly by the setting and is used to further support your child's learning and development.

Why We Have Additional Charges

Government funding does not reflect the full cost of delivering high-quality early years education as required by the Early Years Foundation Stage. Additional charges help us provide:

- Essential consumables for care routines including nappies, creams, wipes, sun cream

- Enrichment activities and enhanced provision including a welcome pack on joining, trips, special visitors, birthday cake and a present for your child, parties, graduation service, Christmas present and our Christmas show

- Snacks, and cooking ingredients

- A purpose built and resourced sensory room

Whilst the funding covers the basic elements of the Early Years Foundation Stage, we believe in order to maximise your child's opportunities and experiences during their formative years any additional charges ensure we can continue delivering the high standard of care and education that families expect from our setting.

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As a not for profit charity, any charges that we make help with long term sustainability and allows us to continue to provide quality pre-school education for children within our local community and the wider area.

Parents will be autoenrolled into the consumable package relevant to the number of hours their child attends. Should you wish to unenroll, please contact admin@pavilionpreschool.org no later than 14 days of receipt of the Packages Information to request an Opt Out Request form.

Breakdown of charges	15 hour place/per week	30 hour place/per week
Essential consumables (including nappies, creams, wipes, sun cream)	£1.00	£2.00
Enrichment and enhanced provision (including but not limited to: trips, special visitors, birthday cake and a present for your child, parties, graduation service, Christmas present and our Christmas show)	£4.00	£8.00
Snack and cooking ingredients	£5.00	£10.00

We confirm that no increase has been applied to any existing additional charges. While the format of the fees has changed, the overall cost to parents remains unchanged. We believe that our fees continue to represent excellent value for money and support the sustainability of the service we provide.

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Deposits

Pre School

A deposit of £50.00 may be required to secure your child's place. This deposit will be held and offset against your final invoice when your child leaves the setting. Any remaining balance will be refunded.

Breakfast and After School Clubs

A deposit equal to the cost of two weeks fees will be required to secure your child's place. This deposit will be held and offset against your final invoice when your child leaves the setting. Any remaining balance will be refunded.

Session Costs

Age	Full Day	Single Session
2 - 3	£48.00	£27.00
3-4	£38.00	£22.00
Breakfast Club	Not applicable	£5.50
After School Club	Not applicable	£12.00
Breakfast Club Sibling Rate	Not applicable	£5.00
After School Club Sibling Rate	Not applicable	£11.00

A session fee for each 3 hour session is charged for all children who are not eligible for the funded entitlements or if your child attends sessions not covered by the funded entitlement (extra hours).

We do not offer a sibling discount for any pre school sessions.

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Late collection fees

We reserve the right to make extra changes for the late collection of your child. These charges are:

Pre School

Charge for first 15 minutes or part thereof	Charge for each 5 minutes thereafter
£10.00	£5.00

After School Club

Charge for first 15 minutes or part thereof	Charge for each 5 minutes thereafter
£20.00	£5.00

Payment

Invoices for our fees and/or packages will be issued to parents approximately 14 days prior to the first calendar day of the following month. Invoices will be issued electronically via Parenta. Payment can be made via ParentaPay, bank transfer, childcare voucher schemes (where applicable) or Tax Free Childcare. Payment is usually due within 14 days after the invoice is issued unless otherwise stated.

We do not charge a fee for late payments however, we reserve the right to withdraw your child from any consumable packages where payment is not received and where the parent has opted in thereby confirming they agree to pay the amounts charged. If your child is accessing care by way of privately paid hours, should payment not be received in a timely manner we reserve the right to withdraw your child's place.

Invoices will clearly state the amount of funded hours, any paid private hours and detail any consumable packages that a parent has opted to pay for.

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Invoices must be paid within 14 days unless parents have opted to spread the total cost of all invoices across the academic year.

Where there is an outstanding balance, parents will receive reminders periodically providing details of the amount that may be outstanding and any payments made. Arrears should be settled as soon as possible. If payment is not received in a timely manner, we reserve the right to withdraw your child from the packages selected.

Any parent who has a query regarding payment of fees for packages should contact our Business Manager by email at admin@pavilionpreschool.org

Payment will be due even if your child does not attend due to holidays or sickness. The charity's trustees will consider an individual written request for non payment for events such as but not limited to; hospital admission, long term sickness. Parents should note that funding in respect of pre school sessions may be withdrawn by the Local Authority if your child has prolonged periods of absence without just cause.

No payment shall be made for Bank Holidays.

This policy was adopted in December 2025.

It will be reviewed annually or as required.

Last updated: 07.10.26

Signed by the Chair of Trustees:

Signed by the Operations Manager: