



Cobham Community Pre-School

OUR CHARGES AND FUNDING STRUCTURE

At our pre-school, we believe in open communication with all parents/carers and are therefore presenting this Charges and Funding structure in order to ensure that everyone fully understands our charging.

We are open for 38 weeks per year, closing on Bank Holidays. Our session charge may not include any outings, celebrations or entertainment that is in addition to our usual session activities.

Our session charge is fully inclusive of all drinks (but not lunch). We ask for a voluntary contribution to cover workshops and snacks of £5, per session, per child, per term. For example, if your child attends two sessions a week, your additional voluntary contribution would be £10 per term (approx. 12 weeks). This will be added to your invoice as standard but you can request that this is removed by emailing our finance manager, Becky Newnes (cobhampreschoolfinance@gmail.com)

SESSION CHARGES: Session charges are payable termly or half-termly in advance, in accordance with the rates in force at the time. Charges are reviewed annually in September of each year, or in the event of any changes to the Code of Practice. Our current charges are:

Morning Session	£24.00
Afternoon Session	£24.00

From 1 September 2025 these sessions charges will rise to recognise to £24, recognising the fact they are now 3 hour sessions not 2.5hour sessions. This remains at a cost of £8ph. From 1 September 2026 there will be an increase in our hourly rate.

If in any doubt as to whether your invoice is correct, please do not hesitate to email Becky at cobhampreschoolfinance@gmail.com

ILLNESS/ABSENCE: No refund will be given in the event of a child's absence due to illness, holiday or any other reason.

CLOSURES: Should the pre-school be unable to open due to unavoidable circumstances e.g. bad weather or any other unforeseen circumstances, or is forced to close during a session, fees and charges are unfortunately not refundable.

LATE PICK UP: Children must be collected promptly at the end of a session. Should a child fail to be collected by a parent/carer or authorised person within 10 minutes of the session end without good reason, a late collection charge of £10.00 will be payable and a further £10.00 per every half hour thereafter.

LATE PAYMENTS: Invoices are to be paid within 2 weeks of the invoice date. If you are experiencing financial hardship please contact, in confidence, the finance manager so that alternative payment arrangements can be made. If, without negotiation, invoices are not settled we reserve the right to withdraw your child's place and if necessary, take legal action to recover the amount owed. Children in receipt of the Universal Funding will be unable to access any additional, chargeable, hours until outstanding invoices are settled.

DEPOSIT on accepting your child's place there is a £50 refundable deposit that is credited to you against your first invoice.

PAYMENT METHODS: Invoices can be settled by BACS, using childcare vouchers or through the tax-free childcare scheme. BACS payments should be made to A/C 76061700, Sort Code 090155, with your child's full name as a reference. If you are paying using childcare vouchers or through the tax-free childcare scheme please inform the administrator before making a payment.

UNIVERSAL FUNDING (15hrs of Free Early Education): The following information details how your child can access their Universal Funding (15hrs of funded sessions - previously known as Free Early Education) at this pre-school.

All children become eligible for 15hrs of Universal Funding at the start of the term after their third birthday in line with the Department for Education table below:

A CHILD BORN ON OR BETWEEN	WILL BECOME ELIGIBLE FOR A FREE PLACE FROM
1 st April and 31 st August	Start of term 1, in September, following their 3 rd birthday
1 st September and 31 st December	Start of term 3, in January, following their 3 rd birthday
1 st January and 31 st March	Start of term 5, in April, following their 3 rd birthday

In order to receive the Universal Funding for your child you must complete and return the parental declaration form given to you at the start of each term by the advertised deadline. Failure to do this will result in you being charged for the sessions your child attends at the current rates.

UNIVERSAL FUNDING OVER 38 WEEKS: Each child will be funded for a maximum of 15 hours per week. At this pre-school, the funded hours are offered in the following formats.

Morning Session: 09.00 a.m. – 12.00pm.	3 hours free
Afternoon Session: 12.00 p.m. – 3.00 p.m.	3 hours free

Children attending non-funded sessions in addition to their funded hours will be charged at our current rates as shown in the table on the previous page. You will be invoiced in the usual way showing how many funded hours your child is receiving in that period and what the additional charges are.

There are funded activities throughout the year which are included in your child's hours of Universal Funding.

WORKING PARENT ENTITLEMENT

If you are entitled to additional funding due to working parent entitlement (click [here](#) for further information) you may be able to claim up to 30 hours funding with us depending on available sessions. There are certain requirements that need to be met and should there be any issues meaning we can't claim full funding then private sessions will need to be paid for. It is important that parents ensure that they have met all the conditions and relevant deadlines for applying for their codes.

NOTICE PERIOD: If you wish to withdraw your child from some or all of their sessions at the pre-school you are required to pay for those sessions until the end of the current full term. We would be grateful if you could give us as much notice as possible.

Meadow Room
The Street
Cobham
DA12 3BZ

cobhampreschool.org.uk
Reg. Charity No. 1047983