



Fees Policy – Pre-School Updated January 2026

Aim

Cheeky Chimps Pre-School operates a service which is fair and competitively priced. We aim to offer a high quality, safe and stimulating environment that provides a service that is good value for money.

Fees and funding

Universal Entitlement for 3 & 4 year olds

All 3- and 4-year-olds are entitled to up to 15 hours of funded early education or childcare a week. This is for up to 38 weeks a year (a maximum of 570 hours a year.)

Working Families Entitlement

From September 2025, working parents of children aged from 9 months to 5 years will be eligible for up to 30 hours of funded childcare a week. This is for up to 38 weeks a year (a maximum of 1140 hours a year), from the funding period after their child becomes 9 months old. Funded childcare will end when a child starts in Reception at a state-funded school.

Supported Families Funding

We can offer up to 570 hours per year for eligible two year olds from the funding period after their second birthday. For children who qualify for funding for two year olds, the funding will be available from the date stated on the acceptance letter; this will not be earlier than the first day of the funding period after their second birthday. The maximum weekly hours that can be claimed is 15 and up to 570 hours across the funded year.

More information about funding and eligibility can be found at www.somerset.gov.uk

All of the above entitlements can be accessed during our opening times which are 7.45am – 5.30pm Monday to Friday term time only (38 weeks of the year). Hours can be allocated and charged/ claimed as follows:

Session	Time	Funded Hours	Cost for Non Funded Hours (£5.50 an hour)
Breakfast Club1	7:45am – 8:15am	0.5hr	£2.25
Breakfast Club 2	8.15am – 8.45am	0.5hr	£2.25
Morning Session	8:45am – 11:45am	3 hr	£16.50
Lunch	11:45am – 12:45pm	1 hr	£5.50
Afternoon Session	12:45pm – 2:45pm	2 hr	£11.00
After School Session 1	2:45pm – 3:15pm	0.5hr	£2.75
After School Session 2	3:15pm – 4:30pm	1.25hr	£6.88
After School Session 3	4:30pm – 5:30pm	1hr	£5.50

Early Years Entitlement can be used within the above sessions.

Funding periods run from 1st September – 31st December (Autumn), 1st January – 31st March (Spring) and 1st April – 31st August (Summer) 3-4 year old funding starts the term after they turn 3, e.g. if your child's birthday is 12th November, their funding will start in January.

Any children not receiving funded hours, or are attending more hours than their entitlement will be charged **£5.50 per hour**.

Payment Methods

All payments need to be made electronically. This can be via BACS or through childcare voucher We are registered with Tax Free Childcare (Our preferred option), SODEXO, Edenred, Computershare Vouchers, Fidelity and Care 4 for parents whom are able to use these schemes.

Additional Charges

Cheeky Chimps does not request any regular additional charges in connection to accessing funded hours, however we may ask for a contribution towards trip and outside visitors coming into the setting from time to time. If an event arises, we will notify parents / carers at least three weeks before via letter or email with details of the cost. These charges are not mandatory, nor are a condition of accessing funded hours.

When fees are payable, or EYE can be claimed

- If your child is absent due to being on holiday, sickness (short term and long term)
- Short emergency closures i.e. due to bad weather.
- Long term closures i.e. pandemic where a 10% of your bill will be charged as a retainer of your child's space. We will EYE claimed in full for the hours that your child is booked in for. Parents will be informed of the closure via email.

Deposit and registration fess

A £50 cash deposit will need to be paid upon accepting a place at Cheeky Chimps. This deposit will be returned to you during the first week of your child attending. You may cancel your booking at Cheeky Chimps and receive all of your deposit back if you cancel 8 weeks before your child is due to start, after that the deposit will not be returned.

Securing a place with a cash deposit will ensure that your child receives a space at Cheeky Chimps and the sessions booked with the management.

Invoices

Invoices are itemised and e-mailed at the beginning of the month via Xero and we ask you to pay within two weeks of receiving the bill.

Any additional 'ad hoc' hours that have been booked in will be added to the following months bill.

Invoices are issued for every child even if all the hours they attend are fully funded. Funded hours used will be shown as an amount and at a rate of £0.

If your child misses a day/days due to illness or a trip that session must be paid for as Cheeky Chimps is keeping his/her place open. Should your trip exceed 4 weeks and you are using funded hours you will need to pay the 'gap' to ensure you keep your child's place.

In case of continuing illness please consult the manager as soon as possible, she will consult the committee on your behalf and the payment will be at the discretion of the committee.

For your child to keep her/his place at the setting fees must be paid. Fees may only be outstanding for two weeks. If payment is not forthcoming a reminder by email will be sent and fees expected within the week. Failing this a late payment fee of £25 will be added to your bill. Any bills not paid within two months will be taken to the committee where a decision will be made as to the next course of action.

Parents/carers are encouraged to speak to the manager if they have any query about the fees, policy, or if, for any reason, they are likely to have difficulty in making a payment on time. Parents/carers are asked to arrange a meeting at the earliest possible opportunity, to speak to the manager so a solution can be found. In extreme circumstances non payment could lead to you being asked to withdraw your child from Cheeky Chimps until the bill has been settled, however your child would still be able to access their EYE hours.

Notice Period

We require 4 weeks written notice to cancel or reduce a child's hours / place at Cheeky Chimps. This should be in written form and given/ emailed to the Manager. If you choose to take your child out of our setting before or during your notice period you will still be required to pay / we will claim grant hours for 4 weeks from the notice being given.

The Manager will email to confirm the change and provide dates at to when the notice period will end. The 4 weeks notice **excludes** holidays.

Late collection of children

If a parent/carer is late collecting their child a fee of £5 is charged the fee is then £5 per 15 minutes there after

Also see late collection of child policy

Documentation

In order for us to be able to claim any entitlements for your child we will arrange and need you to provide / complete the following;

- Child's legal documentation – birth certificate, passport
- Parent / Carers who will apply for Working families hours entitlement NI number. Failing to supply this will result in you not being able to use extended hours at Cheeky Chimps.
- EYE parent declaration form – completed when appropriate and signed by parent / carers.
- Eligibility code from registration of Working Families Hours Funded application which gives us consent to share NI with EYE Team.
- For a 2 Year funded space we will need to take a copy of the confirmation letter you will receive regarding the start date of the funding before your child takes up a space.

Should you fail to provide us with the correct documentation for us to claim the 30 funded hours before the funding period starts you will liable to pay for the session until your claim has been confirmed.

Grace Periods

The government has a 'grace period' to enable parents to retain their childcare place for a short periods should they become ineligible for the Working Families Entitlement

This will allow continuity for the child and also give the parent sometime to regain employment. Early Years and childcare providers can also be assured that if they offer the extended entitlement they will not run the risk of having an empty place immediately should the parents circumstances change.

A child will enter 'the grace period' when the child's parents cease to meet the eligibility criteria to receive the extended entitlement. Somerset Council will notify providers when a parent falls out of eligibility and inform them of the grace period end date.

The table below shows the grace period end dates.

Date parent receives ineligible decision on reconfirmation:	Grace Period end date:
1 January – 10 February	31 March
11 February – 31 March	31 August
1 April – 26 May	31 August
27 May – 31 August	31 December
1 September – 21 October	31 December
22 October – 31 December	31 March

If you fall out of the grace period and do not reduce the hours over the EYE entitlement you will be charged for the additional hours at our normal hourly rate.

Cheeky Chimps fees policy will be reviewed annually. The latest policy will be emailed to all parents and published on Cheeky Chimps website; www.cheekychimps.org.uk

This policy was adopted at a committee meeting of Cheeky Chimps pre-school on (date) _____ and will be reviewed annually.

Signed by Chair of Cheeky Chimps _____

Name of Signatory _____

(Name of childcare setting)

Fees Policy or Financial Agreement –

Parental Agreement Child's name Parent's / carer's name Below are some examples of permission boxes that can be used in your fees policies and contracts. (Delete permission boxes which are not relevant to your childcare procedures) I agree to (name of setting) Fees Policy or Financial Contractual Agreement. I have been given a copy of (name of setting) fees policy or contractual agreement. Parent's signature _____ Date _____ I am aware that if I do not produce my child's birth certificate within 2 weeks (change to suit setting's policy) of start date, I will be charged at the (childcare setting's name) hourly rate for the child's attendance within those 2 weeks. Parent's signature _____ Date _____ Additional Charges I am aware of the additional charges/services and agree to be invoiced for the additional charges/services as detailed within the (name of setting) fees policy agreement

Parents Signature

Date