

Noah's Ark Pre-school

Supporting children and families with God's love and practical care



Fees and Finance Policy

Noah's Ark Pre-school is a not-for-profit organisation, and all parents/carers have a responsibility to pay all their childcare fees as laid out in this policy. Failure to do so may result in the child being unable to attend the setting.

Overview

- Fees will be set annually by the Trustees and will generally take effect from 1st September.
- Changes to fees will be notified to parents at least one month in advance of the change taking place.

Payment

- Invoices will be sent by email at the beginning of each term and must be paid within the time specified on the invoice. Please advise the Office Manager if you are likely to have difficulty paying. Persistent failure to pay may result in the child forfeiting their place at Noah's Ark.
- Parents/carers are encouraged to pay by BACS transfer - bank account details are detailed on the invoice and available on request.
- Parents can take advantage of **Tax-Free Childcare** – this is an online government service to help working parents. Parents/carers set up a childcare account and pay into this. For every £8 you pay in, the Government pays £2, up to a maximum of £2,000. You can use this to pay for childcare. More information about this can be found at www.beststartinlife.gov.uk
- We accept vouchers from employers' childcare voucher schemes. Please ask at the office and we will give you the appropriate code for your nominated scheme.
- Cheque and Cash payments must be handed to the Office Manager, a receipt will be provided if required. Cheques should be payable to Noah's Ark @ CRBC.
- Any additional sessions will be invoiced separately.

Non-Attendance:

If a child does not attend a session which has been booked e.g., due to illness, holiday etc., a refund will not be given. This applies to funded and privately paid sessions.

Notice Period

If a parent/carer wishes to remove their child from the setting, they must put this in writing to the Office Manager, one term in advance (two terms if in receipt of the Free Early Education Entitlement). A final invoice will then be provided.

Help with Fees

Every effort will be made to ensure that families are aware of the options available, including:

- Tax Free Childcare – more information at www.beststartinlife.gov.uk
- Free Early Education Entitlement (FEEE)
- Colleges providing financial assistance.
- Childcare vouchers.

In times of financial difficulty, parents/carers are encouraged to discuss the issue with the Office Manager and consider a payment plan.



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Non-payment of fees

If someone continues not to pay fees this may result in a reduction in hours or the loss of their child's place at Noah's Ark.

Fee Structure - Noah's Ark Pre-school offers places for children aged 2-4 years and is open term time only (38 weeks) per year.

Sessions available at Noah's Ark

Breakfast Club	-	from 7.45 – 8.45 (Tuesday – Thursday)
Morning Session	-	from 8.45 – 11.45am
Lunch club	-	from 11.45 – 12.30
Afternoon session	-	from 12.30-3.30pm
Tea Club	-	from 3.30 – 5.00 (Monday – Thursday)

Children not eligible for FEEE: (based on age at the start of each term)

	2-Year-olds	3- & 4-year-olds
Morning or afternoon session	£8 per hour or £24 per session	£7.25 per hour or £21.75 per session
Breakfast Club	£6.50	£6.50
Lunch Club	£5.75	£5.75
Tea Club	£7.50	£7.50
Snack charge per term	£40.00	£40.00
Registration Fee*	£50.00	-

*Registration fee – this is only charged to fee paying children and is non-refundable.

Free Early Years Education Entitlement - All FEEE entitlements at Noah's Ark are funded for 38 weeks enabling families of 2, 3 and 4 year olds to be able to access the following:

- **Universal FEEE for 3 & 4-year olds:** up to 15 hours a week. Families of all 3 & 4-year-olds can claim this entitlement following their child's 3rd birthday and not before the start of the next entitlement period which commences at the start of Term 1, Term 3 or Term 5.
- **Working Parent Entitlement for 3 & 4-year olds:** up to 15 further free hours taking the claim to no more than 30 hours a week. Eligibility for this is validated by HMRC. To check your eligibility please visit: www.beststartinlife.gov.uk. If you are eligible for the extended FEEE HMRC will allocate you an 11-digit code. To validate your claim for extended FEEE you will need to present your HMRC 11-digit code to Noah's Ark so that it can be checked.

Verification of a code must be done by **31st August for the start of Term 1, 31st December for start of Term 3 and 31st March for start of Term 5**. If you do not bring your code in, you WILL NOT be eligible for the EXTENDED funding and will be liable to pay for the additional hours over the universal FEEE. The charge for this is detailed in the **Fees and Finance Policy**.

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- **Working Parent Entitlement for 2-Year-olds:** up to 30 hours funded hours are available to children from the term after their 2nd birthday. Parents must apply at www.childcarechoices.gov.uk or calling 0300 1234 097 to get an eligibility code (which is 11 digits long). The code needs to be verified by Noah's Ark before a child's start date.

Verification of a code must be done by **31st August for the start of Term 1, 31st December for start of Term 3 and 31st March for start of Term 5**. If your code has not been verified by these dates you WILL NOT be eligible to claim the working parent entitlement for that period and will be liable to pay for the hours your child does. The charge for this is detailed in the Fees and Finance Policy.

- **Eligible 2 year-olds:** up to 15 hours universal free hours are available to some families on low incomes. To ascertain eligibility for Eligible 2 year olds, families will need to apply directly to the local authority. Parents must apply online for a place with Bristol City Council www.bristol.gov.uk/freeplacefortwos and be checked for eligibility before a free place can be offered.

Allocation of funding

For children receiving either working parent 2-year funding or 3 & 4-year funding, we will look to incorporate as much of the funded hours your child does withing their sessions. Initially the funding will be allocated to the core hours of 8.45 – 3.30 (6 hours and 45 minutes). If funding is still available, we will use this for wrap around hours either at breakfast or tea club that a child does.

Additional Charge for the provision of snacks - Here at Noah's Ark we value the opportunity for the child to share sociable interactions whilst enjoying a variety of healthy foods. Morning and afternoon we provide children with a snack consisting of fruit, vegetables and crackers. We charge £40 a term for this.

Trips and Activities: In their Pre-school year children will get the opportunity to attend forest school. We know that children gain a huge amount from these sessions. Forest school sessions will be in blocks of 5 weeks and children will be offered 2 blocks over the year. There is a cost for us to be able to offer this to children (staffing, transport, waterproofs) and so the cost per forest school block is £50 which is £10 per session. If you would prefer that your child does not take part in these sessions, you can let us know.

Voluntary Contributions when accessing the FEEE entitlement at Noah's Ark:

Funded Children: We ask parents who are receiving FEEE entitlement for a voluntary contribution each term. This is calculated at £2.25 per funded hour, so for a child doing 15 funded hours the voluntary contribution would be £33.75 per week.

Why do we ask for voluntary contributions?

Noah's Ark Pre-school has always provided an excellent level of early-years provision, and we want to continue to be able to do this with our well-qualified and highly experienced staff team and above average adult-to-child ratios. We offer an extensive range of enriching experiences for the children to enjoy including cooking, woodwork and food exploration. The caring and nurturing environment we offer both inside and out provides children with the opportunity to grow, learn and explore.

As a setting we look to absorb as much of the funded hours into the sessions a child does including the wrap around hours and lunch club.



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All of this is only possible through the contributions we receive from our families who are receiving funding. It is important to note that although there is no statutory obligation to pay the voluntary contributions it is hoped that parents/carers who register at Noah's Ark do so because they value and prioritise the specific quality of provision that we provide and want to support this. If you wish to discuss this further, please don't hesitate to do so.

Notice - If a fee-paying child leaves during the school year, a term's notice must be given. For children who receive FEEE, two terms' notice must be given.

The Trustees reserve the right to change the terms of this policy at any time.

Reviewed by Sophie Turner 18th August 2026

Signed.....date.....

Print name.....Role.....

Signed.....date.....

Print name.....Role.....