



Treetops Pre-school Fee Structure 2026

*We aim to provide a relaxed, informal and friendly environment
where children feel safe and happy.*

Funded hours of childcare

At our pre-school we believe in open communication with all parents/carers and staff and are therefore presenting this fees structure to ensure that everyone fully understands our charging. We are open for 38 weeks per year, closing on Bank Holidays. Our fees do not include any outings, celebrations or entertainment that is in addition to our usual session activities.

GOVERNMENT FUNDED HOURS

The following information details how your child can access their Government Funded hours of childcare at Treetops Pre-school over 38 weeks.

Early Education places for 2-year-olds

Free for 2 (FF2) Up to 15 hours funded childcare where a family is in receipt of certain benefits.

A child is entitled to a funded place if the family is in receipt of:

- Income Support
- income-based Jobseeker's Allowance (JSA)
- income-related Employment and Support Allowance (ESA)
- Universal Credit, and the household income is £15,400 a year or less after tax, not including benefit payments
- Child Tax Credits, and the 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 when they stop qualifying for Working Tax Credit).

2-years-olds can also be entitled for FF2 if:

- they're looked after by a local council;
- they have a current statement of special education needs (SEN) or an education health and care plan;
- they get Disability Living Allowance; or
- they've left care under a special guardianship order, adoption order, child arrangements order or residence order.

Eligible children can start claiming in the term after they turn two, depending on when their birthday is.

Working Parent Entitlement for children from 9months.

If you are an eligible working parent, you can currently apply for 30 hours of childcare for your 2-year-old.

Eligibility

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
- work the equivalent of 16 hours a week at the national minimum or living wage.

Early Education places for 3- and 4-year-olds

Universal Entitlement (15hours)

All 3 and 4 year olds are entitled to 15 hours of funded childcare each week for 38 weeks a year.

You do not need to apply for this funding.

Working Parent Entitlement for 3- and 4-year-olds

Eligible working families with 3- and 4-year-olds can receive up to 30 hours of funded childcare each week. This is an extra 15 hours of funded childcare in addition to the universal entitlement and is known as extended entitlement.

When to apply

You must apply for your 30 hours eligibility code in the term before your child becomes eligible by age or if already eligible by age, in the term before you wish to take up the offer.

Funded Sessions are offered in the following pattern

Monday to Friday

9-12 or 12.30-3.30 or 9-3

Children attending non-funded days/sessions in addition to their Government Funded hours of childcare will be charged at our current rates as shown in the table on page 1. You will be invoiced in the usual way showing how many free hours your child is receiving in that period and what the additional charges are.

Please note that the Government Funded hours of childcare can be split between 2 providers.

NON-FUNDED SESSION FEES:

Fees are payable termly, in accordance with the rates in force at the time. Fees are reviewed annually, in April of each year, or in the event of any changes to the Code of Practice. Any changes to current rates will be advised in writing, at least one term in advance.

Full Day	£40
3 Year old Non-funded session	£20
2 Year old Non-funded session	£30
Lunch (9-12.30 adding additional 30minutes to the morning session)	£2 per lunch
Late finish (9-3.30 adding additional 30minutes to full day)	£2 per late finish

PREFERRED PAYMENT METHOD: Invoices to be settled by BACS. Bank details are displayed on all invoices.

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 bad weather or any other unforeseen circumstances, parents will be refunded for a chargeable session or have it discounted from their next invoice. Should closure need to take place part way through a session, a refund will not be given in this instance.

LATE PICK UP: Children must be collected promptly at the end of a session/day. Should a parent fail to collect their child within 15minutes of the session/day end, a late collection fee of £10 will be charged, and a further £5 per every half hour thereafter.

LATE PAYMENTS: Fees are to be paid within 2 weeks of the invoice date. If you are experiencing financial hardship please speak, in confidence, to the manager so that alternative payment arrangements can be made. If without negotiation, fees are not settled, we are left with no alternative but to withdraw your child's place and if necessary, take legal action to recover the amount owed. Children in receipt of Free Early Education will be unable to access any additional fee-paying hours until outstanding fees are settled.

A deposit is NOT required for children who are only accessing their funded hours.

Useful links:

<https://www.childcarechoices.gov.uk/>

<https://www.gov.uk/get-free-childcare-if-youre-working>

If you require further information, contact:

Anna Hackett (Administrator) or

Jo Gunne (Manager)

T: 07872536936

Email: hello@treetops-preschool.org.uk