



Fees & Funding Procedure

2yr Olds

We ask for a £25 contribution towards admin costs, from all families. This is to be paid before your child's start date with us.

Current Fees – 2yr olds: £30 per x3 hour session.

2yr Funding – In certain circumstances, 2yr children can also apply for 15 hours funding. You can check eligibility on the following website: <https://www.childcarechoices.gov.uk/> . *Please note that if eligible, your child's funding will begin the term after their 2nd birthday.*

3/4yr Olds

We ask for a £25 contribution towards admin costs, from all families. This is to be paid before your child's start date with us.

Current Fees – 3/4yr olds: £30 per x3 hour session.

3/4yr Funding – 15 hours of Universal Government Funding is offered to all children the term after their 3rd birthday. There is no code to apply for, just paperwork to fill in, which the Preschool will provide and assist with as needed.

Extended* 3/4yr Funding (30hour funding)**

In certain circumstances, 3/4yr children can also apply for an additional 15 hours' funding. You can check eligibility for '30hours' on the following website: <https://www.childcarechoices.gov.uk/> . You will need to go through the application process online and if eligible, you will be given a 30hr code. When the Preschool has this code, along with Parent/Carer's Full name, DOB and NI number, we can then check the eligibility from our end and move forwards. 30hr funding is also offered the term after your child's 3rd birthday.

Please Note: The hours for our 3/4yr 30 Hour Funded Children are: 9am-3pm

We offer extended hours from: 3-3.30pm with a charge of £5

In accordance with new legislation, this extended time is not compulsory, and you have the choice to pick up your child by 3pm and opt out of the extended hours.

Important Information

Please note: We are currently able to offer the 30 hours funding on a limited scale. This means that sometimes, not all families who are hoping for 30hours funding with us, will be able to access them. *Please be reminded that funding can be split between two settings in this instance.*

Please also note that we will be closed for x1 day per term for staff training/ premises maintenance or have an early closure for planning and this is included as part of every child's fees/funding. These dates/times will be given to you in advance on your child's Preschool Calendar.

All Payments

- Are requested to be paid via bank transfer. Our bank details are on every invoice.
- Payment is required in advance and on a half-termly basis.
- Invoices are sent out via 'Family' App. with an email notification, near to the beginning of each half term with a due date included.
- Payment is due as early as possible to ensure that we can meet our financial commitments.
- Payments are acknowledged via 'Family' and you are able to see your child's Booking Pattern, Ad-Hoc Payments, Invoices and what has been paid/is still outstanding.
- We accept child-care vouchers and for your information our Ofsted no. is ~ 128 475.
- We accept payments via the Government Tax Free Scheme.
- Fees remain payable despite family holidays, bank holidays, illness/absence or self-isolation.
- Non-payment by the due date (without prior discussion with the Manager) may result in a place no longer being made available for your child.

Late Fees – We are an understanding and flexible setting and when parents have the occasional issue surrounding pick up, we appreciate being communicated with and are willing to help where we can.

However, if/when late pick-ups become a regular occurrence the following late fees apply:

Morning session: if you pick up later than your allocated time, you will be charged £5 for the first 15 minutes, and the fee then doubles thereafter in 15-minute intervals.

All-Day Children: if you pick up later than your allocated time, you will be charged £5 for the first 15 minutes, and the fee then doubles thereafter in 15-minute intervals.

Please be advised that if you know in advance that you will be late and have pre-arranged this with the Management Team, the implementation of Late Fees is at their discretion.

Voluntary Donations – As a charitable trust, Mill Grove Pre-school does not exist for profit. We therefore ask for voluntary donations from time to time. E.g., End of Term parties.

~ All requests for financial support are on a voluntary basis ~

Uniform - Uniform is optional. Mill Grove jumpers/t-shirts are available to buy in various sizes: Jumper £10 / T-shirt £7. All payments are requested to be paid via bank transfer.

Updated: March 2026