

LONG MEAD COMMUNITY PRIMARY SCHOOL POLICY



Policy name	Bright Stars Fee Policy
Date written/reviewed	July 2026
Date agreed by Governing Body	July 2026
Date of renewal	July 2027
Senior member of staff with oversight	Headteacher
Governor with oversight	Simon Pleace

Bright Stars Fee Policy July 2026

1. Introduction

At Bright Stars preschool we believe in open communication with all parents/carers and staff and are therefore presenting this Fee Policy in to ensure that everyone fully understands our charging structure and funded hours. We offer childcare for 38 weeks a year, closing on bank holidays.

2. Paid Hours

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

Full Day (6 hours, 45 minutes)	£38
Morning Session (3 hours)	£16.50
Afternoon Session (3 hours)	£16.50
Extra 45min Session (45 minutes)*	£5

*This session is for children staying for lunch after/before a 3 hour session, or after a 6 hour session to extent hours to the end of the school day.

Our fees do not include any snacks, outings, celebrations, or entertainment that is in addition to our usual session activities.

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

Late payments: Fees are to be paid within 2 weeks of the invoice date. If you are experiencing financial hardship, or would prefer to pay monthly, please speak in confidence to Angie Anstead or Katie Hooper so 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 will not be able to access additional 'fee paying' hours until any outstanding fees are settled.

Payment methods: Invoices should ideally be paid through School Comms, but we also accept cash or cheques. Please make cheques payable to "KCC re Long Mead CP School".

Tax Free Childcare Scheme: Bright Stars are signed up to the tax free childcare scheme, so if parents/carers are paying for sessions/lunches you may be able to benefit from tax free childcare if eligible (for more information go to <https://www.gov.uk/tax-free-childcare>).

Further Support with Childcare Costs: You may be eligible for further help with childcare costs through Universal Credit Childcare, or Help with Childcare While You Study. Please see the KCC website for more information (search for Help With Childcare Costs).

3. Funded Hours

Free Entitlements: Please see below information on the Free Entitlements and how your child can access their hours at this preschool. You will be invoiced in the usual way and your invoice will show the hours your child is receiving free and what the charges are for any additional hours.

The Department for Education states that children must not attend a funded session for longer than 10 hours a day and access no more than two sites a day and no more than 4 providers in any one week. No session is to start before 6am or finish after 8pm. Funded hours should be continuous.

Entitlement to a Free Early Education place does not offer a guarantee of a place at any one provider or a particular pattern of delivery.

For more information on what funding you are entitled to see the KCC website (search Help with Childcare Costs), or please speak to the office.

Two year olds (Early Learning for 2 year olds (EL2), Disadvantaged Funding): Some two year olds may be eligible to receive up to 15 hours through Early Learning for 2 year olds (EL2) (previously known as Free for 2) which is subject to meeting certain eligibility criteria based on benefits received. Parents/carers can check eligibility and apply for EL2 via the KCC website, and will need to provide us with a code. EL2 funding is available the term after a child's second birthday, and entitlement will remain in place until three year old Universal Entitlement starts, even if your circumstances change.

Three and four year olds (Universal Entitlement): All children become eligible for up to 15 hours Free Early Education the term after their third birthday.

Working Parent Entitlement (WPE) (nine months to four years, but Bright Stars only takes children from the age of two): Some children may qualify for funded hours through Working Parent Entitlement (WPE) which is subject to meeting certain eligibility criteria. Parents/carers must apply to HMRC the term before they want the funding to start (there is a link on the KCC website), and provide us with a code.

Please be aware that if parents/carers cease to meet the eligibility criteria and the grace period has expired then the hours claimed through WPE will no longer be funded and parents/carers will need to pay.

Parent Declaration forms: Parents/carers will need to complete a Parent Declaration form so Bright Stars can claim funding. Completion of this form will give permission for us to enter details into the ECS checker to validate any codes and confirm eligibility for EL2 or WPE. From September 2026, Parent Declaration forms only need to be completed once, unless there is a change in hours claimed.