

## Sessions Times & Fee Information Sheet

### Preschool Opening Hours

Caterpillars Marks Tey is a term time only preschool open for 38 weeks of the year, excluding public holidays.

Monday to Thursday – 9am-2:45pm

Friday – 9am-1pm (from Summer term 2026)

We do require children to attend for a minimum of 2 morning sessions a week.

### Session Times

	<b>Monday-Thursday Morning Session</b>	<b>Monday-Thursday All day session</b>	<b>Friday am (includes lunch)</b>
<b>Children aged 2 years-2.5 years</b>	9am-12:30am		9am-1pm
<b>Children over the age of 2.5 years and over</b>	9am-12:30PM	9am-2:45pm	9am-1pm

### Funded Childcare Hours (Government Funded Early Education Entitlements)

We accept children who are eligible for the following funding and we do not place a cap on the number of funded hours that can be claimed.

#### **Universal Funding for all children from the term after a child turns 3.**

From the term after your child turns 3 years old, they will be entitled to 15 hours funding which can be split between more than one Early Years Provider to support s families childcare needs.

#### **Working Parents Funding For children aged 9 months to 4 years:**

This entitles families to up to 30 hours funding per week from the term after a child turns 9 months until they reach school age. Again this can be between more than one Early Years Provider.

To check your eligibility for Working Parents Funding, please look at the HMRC website: [beststartinlife.gov.uk](https://beststartinlife.gov.uk) (formally the childcare choices website)

#### **Early Learning for 2 year olds Funding**

This can entitle families to 15 hours funding a week for a child who may not qualify for the Working Parents funding. For full criteria and the application process please visit the [children young people and families page](#) on the Essex County Council (ECC) website.

If your child is eligible for this type of funding, it can only be used with 1 Early Years Provider and cannot be split.

#### **Please Note :**

Government funding **does not** cover the cost of food, consumables or enrichment activities. The charges for these areas are detailed in the **Consumables and Enrichment Charge section**

## Fees for Non-Funded Sessions /Hours

You can just use your funded hours or you can combine them with additional paid sessions.

All non-funded hours/sessions are charged at a rate of £8.50 per hour.

A non-funded morning session (9am-12:30pm) would be charged at £29.75

A non-funded all day session (9am-2:45pm) would be charged at £48.88

A non-funded Friday am session (9am-1pm) would be charged at £34.00

## Consumables/Enrichment Package

The following items/services are **not** covered by the Government funding we receive for a child's funded hours and are charged at the following rates ;

**Food** (daily snack and food based activities) - **£1.75 per day**

**Non-food consumables** (such as nappies, creams etc) - **£0.50p per day**

**Enrichment/extra-curricular activities** - these are activities that go beyond the requirements of the Early Years Foundation Stage (EYFS) curriculum - **£1.00**

This includes (but is not limited too) celebrations for various festivals (Diwali , Chinese New Year ) extra activities for mothers, father's day, Christmas & Easter, gardening, sports days and leavers day activities, Visits from trusted external professionals for specific activities (dance /professional roll play companies etc)

This is charged at a daily rate to enable us to plan the activities each half term.

## Payment of Consumables/Enrichment Package

If your child is fully funded, your agreement to the payment of these charges will be required when you complete your child's ECC funding form.

Where your agreement is given on the ECC Funding form, these charges will be invoiced to you on a half termly basis.

If your child is not fully funded, then these charges will be applied automatically and invoiced each half term at the rate of £3 for every morning session your child attends for.

Tax Free Childcare or Vouchers can be used to pay for consumables and enrichment charges. To check whether you are eligible for this scheme, please go to [Tax-Free Childcare - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

## Opting Out of the Consumables & Enrichment Package

If your child's hours with us are fully funded, then you can choose to opt out of the payment of any or all elements of the charges for these items.

If you opt out of the paying for these items, you will be required to provide your own snack. This will need to comply with our Health Eating policy and Allergy requirements in the setting. Please speak to the Manger before any snacks are brought into the setting.

If a snack is not provided, we will provide your child with a snack from the supplies we have in the setting but this will then be invoiced to you at the rate of £2.50 per day.

If you choose to opt out of the Enrichment activities charge, you can decide which of these activities you wish your child to participate in. These will then be invoiced separately at a rate reflective of the cost of that activity.

## Additional Information

- Caterpillars Preschool will be closed on all bank holidays
- The amount of funded you can claim can only be amended up to the 'headcount date' set by ECC at the beginning of each term (usually around the 15<sup>th</sup>-19<sup>th</sup> of January, April & September).
- Any requests for changes after these dates where they can be accommodated, will not be funded and will be charged at the non-funded rates detailed in the **Fees for Non-Funded Sessions /Hours sections above.**
- Fees remain payable for any term time absences such as sickness or holidays.
- Please let us know before 9am if your child is not going to be in preschool for any reason.
- Invoices are due within **3 weeks** of the date of issue. Late payments will incur administration charges of £10 per week.
- We reserve the right to exclude your child from further sessions until overdue fees are paid.
- We require **4 weeks term time** notice to reduce/cancel a child's sessions with us. Fees remain payable for the duration of the notice period.
- Late collections will incur a late collection charge of £20 of the first 15 minutes and then £10 for every 5 minutes thereafter.
- Due to our location on a school site, prompt drop offs at 9am are essential. Staff cannot always be released from the setting to collect child who arrive after this time. Persistent late drop offs may also incur a charge.
- Requests to change/extend a child's sessions with us during the year cannot be guaranteed. We will note all requests but we are unable to 'hold sessions' until such time as they are required.