



Admissions and Charging Policy (Including Sessions, Applications, Funding and Fees)

Policy Statement

Peapod Pre-School offers places to children who have turned 2 years of age for our September intake. They can then stay until they start primary school. We are an inclusive setting and believe that every child should have the best learning opportunities. As such, no child will be refused a place on the grounds of race, religion, gender or disability. We offer a minimum of 2 sessions a week over 2 days to help children settle into our pre-school and bond with their key person.

Peapod Pre-School accepts 15-hour Government Funding for 2-, 3- and 4-year-olds. We also accept extended 30-hour funding if spaces are available, and tax-free childcare vouchers.

This government-funded entitlement is intended to cover the cost to deliver high quality, flexible childcare only. It is not intended to cover the cost of meals, consumables, additional hours or additional services. Any additional hours over funded hours will be charged at Peapod's current rate. With the exception of hot lunches ordered from Avenue Junior School, Peapod does not charge for food supplied to the children (breakfasts, snacks and afterschool light meals). It is the expectation that parents/carers supply their children's own nappies, wipes, creams, etc.

A staggered intake may be suggested to help with your child's initial settling in period. This would be organised in collaboration with parents/carers.

Families will be asked to complete and sign their child's registration form or contract once their place has been confirmed. A deposit of £100 is necessary to retain this place.

This policy aims to support families' understanding and expectations of funding and fees at Peapod as summarised in the registration form and is issued to all families as part of the registration process, as well as being published on Peapod's website.

Statutory Guidance for Local Authorities

Our Early Education is offered within the national parameters –

- no session to be longer than 10 hours
 - no minimum session length (subject to the requirements of registration on the Ofsted Early Years Register)
 - not before 6.00am or after 8.00pm
- a maximum of two sites in a single day

Charging Policy

Schedule of Fees and Additional Charges

We review our fees on an annual basis, at the end of the financial year in March. Any changes to fees are applied to the start of the next academic year. Families are informed of any changes in writing at least 3 months in advance.

The following fees apply when families claim a funded entitlement as part of their childcare arrangement and have additional hours, including those not funded by the local authority and will be charged at Peapod's hourly rate.

From **September 2025 the charge is £6.00 per hour.**

Sessions	Total Hours	Daily Rate (£)	Weekly Rate (£)
8am-9am	1	6.00	30.00
8am-12pm	4	24.00	120.00
8am-1pm	5	30.00	150.00
8am-4pm	8	48.00	240.00
8am-6pm, finish 4pm Friday	10 (8 on Friday)	60.00	288.00
9am-12pm	3	18.00	90.00
9am-1pm	4	24.00	120.00
9am-4pm	7	42.00	210.00
9am-6pm, finish 4pm Friday	9 (7 on Friday)	54.00	258.00
12pm-1pm	1	6.00	30.00
12pm-4pm	4	24.00	120.00
12pm-6pm, finish 4pm Friday	6 (4 on Friday)	36.00	168.00
1pm-4pm	3	18.00	90.00
1pm-6pm, finish 4pm Friday	5 (3 on Friday)	30.00	138.00
4pm-6pm, not Friday	2	12.00	48.00

- Charges for additional services such as our summer trip will be agreed in advance with families.
- Families must provide a packed lunch for their child attending during lunch, with the exception of hot lunches ordered from Avenue Junior School. Peapod does not charge for meals or snacks supplied to the children (breakfasts, snacks and afterschool light meals).
- Peapod does not charge for consumables such as nappies, wipes or suncream. It is the expectation that families provide these items for their child.
- Please check that the information shared about funding and fees is up to date since your application was made and before your contract is finalised.
- If you are unable to pay any of our charges, please speak with the Office to discuss the alternative options available, including:
 - A mutually agreed payment plan.

Peapod Pre-School, 95 Milford Road, Norwich, NR2 3AR, Tel: 01603 929653, EY456499,
Charity Number: 1161723, Companies House Number: 7471433

Other Charges

Deposit

The fee of £100 is charged at the point of registration prior to a child starting at Peapod. This will secure your child's place. For funded only children, the fee will be returned in full within 6 weeks following the first day of attendance for early education. Where families have agreed a contract for more hours than the early education entitlement, the deposit will be returned when the contract is terminated, and any outstanding fees have been paid in full.

The deposit will not be returned where a place is no longer required.

Late Payments

This fee will be charged when invoices are not paid within the payment terms, and an outstanding balance remains on the account. For further information, see Invoices and Payments.

Late Collection

This fee will be charged when children are not collected on time at the end of their session. The hourly rate of £6.00 will be applied 15 minutes after the end of the applicable session. For further information, see Invoices and Payments.

Invoices and Payments

All families will be issued an invoice termly in advance unless the balance equals zero. Payments should be made in full **within 28 days of receipt of invoices**. The invoice will be itemised to provide clear and transparent information concerning the charges as agreed upon confirmation of sessions and the registration form. It will allow parents/carers to see that their funded entitlement is received completely free of charge and understand any additional fees that have been applied.

One Month's Notice Period

We require a notice period of 4 weeks, in writing to the Managers, should you wish to remove your child from Peapod or reduce their hours. Any funding entitlement claimed beyond the notice period is transferable to your new childcare provider via the local authority where the funding criteria is met. If your child leaves or reduces their hours before this notice period, we will seek authorisation from the local authority to claim any funding applicable to your entitlement up to the end of the notice period together with any additional fees which formed part of your childcare contract or registration.

Late Payment of Fees

Peapod are aware that families have varying financial constraints and will endeavour to support families if we can. If you have any difficulties in paying your bill, please do speak to the office, where a payment plan may be agreed. If such arrangements have not been made, then the following procedure will apply.

1) If no payment has been received within 28 days of receipt of the invoice, a reminder invoice will be issued requesting payment within 7 days and advising that non-payment within this period will result in a late payment charge of £10 being added to the amount due and the matter will be referred to the Committee.

2) If payment has not been received 7 days after this initial reminder, the Committee Treasurer will write formally to the parent/carer informing them that failure to make payment within the next 7 days will result in an additional late payment charge of £10 being added to their account and that non-payment will result in legal action being taken and may ultimately result in the loss of the child's non funded hours.

3) If payment (including both late payment charges) is not received within 7 days of the Committee's letter, the setting will pursue the outstanding debt via the court system. Claims to court will include the addition of interest of 8% to the outstanding balance due. In addition, all expenses incurred by Peapod Preschool in pursuing the claim through the court will be added to the outstanding amount claimed from the parent/carer.

Late Collection Fees

At the end of your child's session, it is important that they are collected on time. We understand that parents may occasionally face difficulties arriving on time due to unforeseen circumstances. Staff should be notified prior to the end of the child's session that the parent/person collecting the child will be late. Persistent lateness for collection of your child will incur the hourly rate fee of £6.00 from 15 minutes after the end of their session.

Funding Entitlement and Early Education

As part of the registration process, you will be required to provide documentation to evidence your child's date of birth. This is to confirm they have reached the eligible age for the funded entitlement. A copy will not be retained but may be requested again later by the Local Authority for audit or fraud investigation purposes.

We will work in partnership with parents, carers, childcare providers, the local authority, and other organisations to improve provision and outcomes for children in their setting. Where required we will seek parent / carer consent to collect, share and use your information in accordance with the Data Protection Act and General Data Protection Regulations.

Opening Times and Sessions

We offer Early Education to families for 38 weeks of the year (term-time only) as wrap around care 8am – 6pm Monday to Thursday, 8am – 4pm on Fridays.

Breakfast club (8-9am) and Afterschool club (4-6pm) run subject to demand.

Our sessions are offered within the national parameters for Early Education:

- No session is longer than 10 hours
- We have no minimum session length (subject to the requirements of registration on the Ofsted Early Years Register)
- We are not open before 6:00am or after 8:00pm

Funded hours can be claimed:

- Monday – maximum hours = 10 hours (8:00am – 6:00pm)
- Tuesday – maximum hours = 10 hours (8:00am – 6:00pm)
- Wednesday – maximum hours = 10 hours (8:00am – 6:00pm)
- Thursday – maximum hours = 10 hours (8:00am – 6:00pm)
- Friday – maximum hours = 8 hours (8:00am – 4:00pm)

There are 41 fully funded places for families, these sessions are available:

- Monday – maximum hours = 10 hours (8:00am – 6:00pm)
- Tuesday – maximum hours = 10 hours (8:00am – 6:00pm)
- Wednesday – maximum hours = 10 hours (8:00am – 6:00pm)
- Thursday – maximum hours = 10 hours (8:00am – 6:00pm)
- Friday – maximum hours = 8 hours (8:00am – 4:00pm)

*Please note, due to high demand, a maximum of three morning sessions are offered, for those who request half-day sessions only.

Shared Funding Entitlement

We will work closely with families to discuss and agree how a child's overall care will work in practice where an entitlement is split across different providers, and where possible, when families transfer their funding claim to a new setting.

Funding Entitlement

Where spaces are available, we offer the following funded entitlements:

15 Hours Funded Childcare for 2-year-olds

If in receipt of certain benefits, your 2-year-old child could be eligible for 15 funded hours per week from the term **after** their 2nd birthday. 2-year-old children can also receive funding if any of the following apply:

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

For full eligibility criteria, please check [Homepage | HMRC Childcare Choices](#)

30 Hours Funded Childcare for 2-year-olds of Eligible Working Families

Working families may be eligible for 30 funded hours per week from the term **after** their child's 2nd birthday. For full eligibility criteria, please check [Homepage | HMRC Childcare Choices](#) If eligible, you will receive a childcare code which **must be renewed every term**.

15 Hours Universal Funded Childcare for 3- and 4-year-olds

All 3 to 4-year-old children in England are eligible for this funding from the term **after** their 3rd birthday.

30 Hours Extended Funded Childcare for 3- and 4-year-olds of Eligible Working Families

Working families may be eligible for 30 funded hours per week from the term **after** their child's 3rd birthday. For full eligibility criteria, please check [Homepage | HMRC Childcare Choices](#) If eligible, you will receive a childcare code which **must be renewed every term**.

Tax-Free Childcare

We accept tax-free childcare vouchers. Please check [Homepage | HMRC Childcare Choices](#) for eligibility

Additional Information Regarding Funding Entitlement

- Families accepting a 2-year-old funded place will be able to claim the entitlement until their child is eligible for either the 3- and 4-year-old funding universal entitlement or working parent entitlement.
- Both the 15 hours and the 30 hours entitlement are offered free. You will not be charged a "top-up" fee to recoup the difference between the amount received from the Local Authority and our current hourly rate of £6.00.
- If your child is funded and attends for more than their funded hours, you will receive a detailed invoice. Invoices are issued termly.
- All children, whether funded or not, will receive the same quality and access to provision offered by our preschool.

Additional Funding and SEND Support

As an inclusive setting, Peapod Preschool welcomes all children, regardless of their background and aims to support them to reach their potential. We aim to identify all children that may benefit from any additional funding such as EYPP (Early Years Pupil Premium), and/or SEND (Special Educational Needs and Disabilities) Inclusion Fund and any other funding avenues. This is with a view to support and improve their outcomes. We work

in partnership with our families and consent will be sought prior to submitting a claim/application. Please refer to our SEND Policy on our website concerning the SEND support on offer to children and how we support families to choose the right provision for their child. We publish details of our contribution to the 'SEN Local Offer' in Norfolk by making this available on the Norfolk Community Directory. This ensures information is available to parents so they can make choices about the right childcare provision for their child with SEN.

Making an Application

- To apply for a place on our waiting list, a child must have already been born and have a name and date of birth.
- We take children from 2 years of age. We have one main intake at the start of the September term. There may be occasions when some sessions become available later in the term.
- Application forms are available from our office or can be downloaded from our website: www.peapodpreschool.co.uk
- We welcome prospective children and parents/carers to come and look around our setting. Visits can be arranged by contacting the office.
- On receipt of your application form, your child will be added to our waiting list. If a place has become available, we will contact you. However, please feel free to contact us at any time.

Waiting List & Registration

- Session priority is given to the following:
 - Looked-after children (eg. those in care)
 - Children with special educational needs
 - Registered siblings of children already attending Peapod.
 - Children of Peapod staff.
- After this, we operate a waiting list dependent on the date that we receive an application.
- Parents/carers of those children already enrolled in Peapod in the 2-3-year-old room, will be contacted regarding their child's sessions for the following September. They will automatically be offered the same sessions. There will be the opportunity to request more or alternative hours. Eligibility for funding does not assure extra sessions.

- Once we have confirmed the register for existing children, we then offer remaining sessions to those children on the external waiting list. We do this via email, often followed up by a phone call. If we are unable to make contact, we will remove your child's details and go on to the next child on the list.
- We may not be able to offer the sessions requested, as these may already be filled. We advise parents/carers to take what is offered and to ask to be placed onto our priority waiting list in the hope that they receive their original requested sessions.
- When a child is admitted and their place has been confirmed, a registration form needs to be completed and signed by a parent/carer. This provides contact details, including emergency contacts and details of any nominated persons who may collect the child at the end of a session, as well as outlining the expectations of our setting.

Complaints

Our Complaints Policy is issued to all families as part of the registration process. It is also available on our website.

Where parents/carers are not satisfied that their child is receiving the free entitlement correctly (as set out in this agreement and in Early Education and Childcare Statutory guidance for local authorities), a complaint can be submitted directly to the Managers.

Reviewed by Fran O'Neill and Sarah Riley, Managers, August 2025

Next Review Date: August 2026