



Little Oaks Fees and Sessions Policy

September 2025

Opening Times

Session times at Little Oaks pre-school are as follows from Monday to Friday

Session	Times	Funded sessions	Fee paying cost
Morning	8:30-11:30	Yes	£20.00
Afternoon	11:30-2:30	Yes	£20.00
Additional 45 minutes to extend to a full school day	2:30-3:15	No	£5.00

Food

Children will be provided with a snack during the morning session for a voluntary half-termly donation. Healthy snacks will be provided and will vary between fruit, toast, crackers, raisins, houmous and other items which may also be linked to a particular learning theme e.g. food tasting activities. Donations for snacks will also go towards ingredients for cooking activities.

Children attending during the afternoon session (11:30-2:30) will need to bring a packed lunch with them.

Payment

Invoices will be emailed through Tapestry and payment can be made on School Money or through the Government Tax-Free childcare scheme. Payment is due within two weeks and a reminder will be sent for any unpaid fees.

Fees are payable regardless of whether your child is able to attend or not, i.e. family holiday or illness.

If fees are still outstanding at the end of a half term your child's place may not be kept open.

Free Entitlement Funding

- All 3 and 4 year old children are entitled to 15 funded hours per week, commencing from the term after their third birthday. This funding is available during term time, over a period of 38 weeks.
- Families of 2 year old children who are receiving additional forms of support may also be eligible for 15 hours of funding per week, commencing from the term after their second birthday. This funding is available during term time, over a period of 38 weeks
- Working families of 2, 3 and 4 year old children may be eligible for up to 30 hours per week of free childcare. This funding is available during term time, over a period of 38 weeks.

To find out further information and check your eligibility please go to www.childcarechoices.gov.uk

Please note: Funding can be split between two different early years providers (including childminders).

Funding will commence in the term after your child is two for the Working Families Free Entitlement funding and in the term after your child is three for the Universal Free Entitlement funding.

Please note

Little Oaks is a pre-school setting, therefore we only have one classroom to accommodate 2, 3 and 4-year-old children together. Unfortunately, we are unable to provide sleep facilities for children who may need an afternoon nap. For this reason, we recommend that 2-year-old children start off by attending only morning sessions during the first term, to enable them to settle in gradually.

Leaving/ Changing Sessions

We require 4 weeks' notice for children leaving the setting (funded or non-funded).

If you wish to change, reduce or add sessions, please discuss with us during the half term before, so that we can plan our staffing accordingly.

Forced Temporary Closure

In situations where we are forced to close temporarily due to factors beyond our control (e.g. Covid-19 lockdown) we will provide a credit or refund of 50% of the total amount of paid fees during the closure period. Funded sessions are non-refundable.

Flexi Sessions

Flexi sessions are available on the days/terms when there are spaces in Little Oaks. They can be booked in addition to your child's fixed pre-school sessions. Bookings can be made online through the School Money system up to midnight the night before. There will be options to choose a morning, afternoon session (subject to availability) and normal session costs apply.

- Children must be registered with Little Oaks and enrolled for at least one fixed session per week to access Flexi Sessions.
- Flexi Sessions can be booked and paid for on our online School Money system. We will also accept payment with childcare vouchers but bookings must be made via School Money.
- We are unable to use government Free Entitlement funding to pay for Flexi Sessions.
- Flexi Sessions are subject to availability, based on the adult to child ratio within each session.
- We are unable to swap fixed weekly sessions for a Flexi Session.
- Cancellations can be made up until midnight on the day before and a refund will be automatically credited to your account, if the place has been paid for. If the place is not cancelled within the time limit or your child does not attend the session, a refund will not be made.
- All payments will need to be settled by the end of each half term. If payments are still outstanding on the last day of each half term, your child may no longer be eligible to access these sessions.