

1st Step Pre-school Ltd: Fees, Funded Hours and Charges Policy

Our Commitment

1st Step Pre-school Ltd is committed to providing high-quality early education and childcare, in a transparent and inclusive way. This policy explains our fees, funded entitlements and confirms that no additional or optional charges are required to access funded hours.

Provider Details

- Setting Name: 1st Step Pre-school Ltd
- Location: Northumberland, England
- Contact Email: admin@1ststeppreschool.co.uk

Opening Hours and Attendance

- We are open Monday to Friday, 7:30am – 5:00pm for 51 weeks of the year.
- We offer funded places:
 - Term-time only and all year round, depending on parental preference and availability

Funded Early Education Entitlement

We accept all types of government funded early education for children 9 months and over, including:

- Universal 15 hours
- Extended 30 hours
- 2-year-old funding (where eligible)

Funded hours are:

- Provided free at the point of delivery
- Offered within our normal opening hours
- Not conditional on the purchase of any additional services

Parents are supported with the funding process, including eligibility codes where required.

Structure of Funded Hours

- Funded hours can be stretched across the year or taken term-time only
- Families will be informed how funded hours are allocated across sessions
- Funded hours are clearly identified on invoices at £0.00

Fees for Non-Funded Hours

- Our hourly rate for non-funded childcare is £5:00 per hour
- Fees apply only to hours taken outside a child's funded entitlement

Optional Extras and Additional Charges

1st Step Pre-school Ltd does not charge for any optional extras. This includes (but is not limited to):

- Meals and Snacks
- Consumables
- Activities and experiences

There are no top-up fees and no compulsory charges associated with funded places.

Access to funded hours is never restricted by additional costs.

Invoicing and Payments

- Invoices are issued monthly and are fully itemised, clearly showing:
 - Funded hours (£0.00)
 - Non-funded hours
 - Total amount payable (if applicable)

Accepted payment methods: Bank transfer, Cheque, Cash

Transparency and Voluntary Charges

As there are no optional or additional charges, families can be confident that:

- Funded hours are genuinely free
- No child is excluded from funded provision
- All costs are clear and transparent

Communication with Parents

We communicate with parents regarding fees, funding and invoices via:

- Email
- Tapestry
- Phone Call / Text

Any changes to fees or funding arrangements will be shared in advance and updated on our website – as well as any other platforms for parents.

Queries and Support

If parents have any questions about fees, funding, or invoices, they are encouraged to contact us:

Between 7:30am and 5:00pm via:

Email: admin@1ststeppreschool.co.uk

Phone: 07708 890 208