



The Little Meadow Group

Fees and Charging Policy

Issue 3

February 2026

Author	Clare Irvine	March 2022	
Reviewed	Clare Irvine	November 2025	
Reviewed	Clare Irvine	February 2026	



The Little Meadow Group

Fees and Charging Policy

Policy Statement.

We are a non-profit making charity and as such aim to keep our fees as low as possible in order to be accessible to all families in the community. We therefore rely on the prompt payment of fees to be able to meet all running costs and provide equipment and resources for the children who attend. In order to strive to achieve this we rely on the support of our users and the following policy applies.

Funding and shortfalls.

- All children are eligible for 15 hours of Universal Education funding the term after their third birthday.
- Children between 2 years old and 3 years old who meet the Government's Working Parent Entitlement criteria can claim an additional 15 hours alongside this.
- Children who meet the Disadvantaged two year old funding can claim 15 hours a week.
- Little Meadow Group follow Gloucestershire County Council's Local Code of Practice regarding any type of funding entitlement.
- Any child whose funding creates a shortfall in hours will be charged at the current Little Meadow fee paying rate for the number of weeks that funding is claimed.
- Parents who choose to opt out of Government funding will be charged at the current Little Meadow rate and invoiced by the setting every half term.
- All parents are responsible for ensuring their HMRC codes are renewed as and when required and informing Little Meadow should their eligibility for funding cease.
- Each parent must complete a parent declaration form at the start of the Autumn, Spring and Summer terms.
- A two week notice period is required for Funded children.

Fee paying children.

- All fee paying children are emailed a Statement of Account every half term, showing what sessions have been booked for them, the number of weeks in the term and the current Little Meadow rate for 2 year olds and 3 year olds.
- Accounts are expected to be settled by the end of the same term as specified on the Statement of Account.
- Once a child has started with Little Meadow all missed sessions are payable for whatever reason.

- A £15.00 registration fee is payable on starting at the setting and covers all administration costs and the costs of the child's bookbags in both Rising 3's and Rising 5's. This is a Voluntary payment for fully funded children.
- Fees can be paid through HMRC's tax free voucher scheme. Other company tax free schemes are all accepted. Cash is also accepted, we don't accept cheques.

Voluntary Charges

- All funded children are sent a Voluntary Consumables invoice each half term based on the number of sessions they attend. One session is in the morning and another in the afternoon.
- Voluntary charges are completely voluntary, no reminder is sent and non-payment does not affect access to any funded hours entitlement.
- Activities and enhancements to the curriculum include but is not exclusive to additional materials for celebrations throughout the year, for example Christmas Party/Performance, Pancake Day, Chinese New Year, Mother's and Father's Day celebrations, Diwali and Leavers celebrations.
- Non Food Consumables include, nappies, wet wipes and sun cream.
- Pupil premium children and children in receipt of Disadvantaged two year old funding are not included in this charge.
- For fee paying children this charge is built in to the hourly rate.

Wrap around care

- All parents will be invoiced every half term showing the sessions attended, finish times, associated costs and how and when to pay.
- A £15.00 annual registration fee is payable upon starting the club. This is per family and allows access to our Holiday Club for a year.
- Any late pick up fees will be charged in accordance with our Financial Agreement.
- Fees can be paid in full or weekly, the account must be paid in full by the date on the invoice.
- Fees can be paid through HMRC's tax free voucher scheme. Other company tax free schemes are all accepted. Cash is also accepted, we don't accept cheques.

Holiday Club

- All bookings must be made with the appropriate signed form.
- Bookings must be made by the closing date.
- Payment must be made in advance and once Club has been confirmed to run.
- Cancellations after a booking form has been submitted are subject to payment unless at the discretion of the Group or Office Manager.
- A £15.00 annual registration fee is payable in conjunction with Wrap around Care.
- Fees can be paid through HMRC's tax free voucher scheme. Other company tax free schemes are all accepted. Cash is also accepted, we don't accept cheques.

General Procedures

- All parents and carers will receive an Statement of Account/invoice if they have additional fees to pay.
- All parents/carers are expected to sign a Financial Agreement upon starting Little Meadows.
- Fees can be paid by online banking, cash, or any Tax Free Childcare Voucher scheme.
- All missed sessions are payable and the setting should be informed of any absence.
- Fee payable children must give at least a 4 week notice period and this is payable in full.

Late Payments

- Parents/carers will be sent one reminder at the start of the last week of the term.
- A 10% administration charge will be automatically applied to all outstanding amounts at the end of term, unless previously agreed.
- If a cheque is returned marked unpaid a £5.00 administration charge will be applied.

Non Payment Procedure

- The Office manager will write or email the parent/carer to notify them of the amount outstanding at the end of term, ways to pay and by when.
- Interest on the debt will continue to be accrued unless previously agreed by the Office Manager or Group Manager.
- The Group Manager and member of the Committee will be informed and a meeting with the parent/carer arranged to establish a debt recovery plan. This meeting will agree instalment amounts and frequency between both parties and a deadline for completion.
- Parent/carers will be informed that no additional hours can be booked until the debt is cleared and that the child's place could be withdrawn at this stage. Hours covered by funding will not be affected.
- If the debt is still outstanding it will be recovered through the small claims court.