

Fee Structure January 2026

Following a judicial review in March 2025, the judgement concluded that Early Years Free Early Education and Working Parents Entitlement should be precisely that and that no other charges can be added by providers to ensure a placement is provided at a setting. Whilst RPK have always supported the ethos that free should mean free, the judicial review did not consider what levels the funding should be to ensure that all settings are sustainable and that our staff and management are paid a salary commensurate to their skills and qualifications.

Radnor Park Kindergarten has, therefore, been considering how best to implement the changes required by the amendment to the Kent Provider Agreement, as directed by Kent County Council, as a result of this judicial review, and we decided to base our decisions on the following critical issues.

1. Parents have access to the funding provision
2. Parents have a choice of hours, where possible
3. Parents who require more than the funded hours are not paying for those who do not.
4. Parents do not pay any more than they are currently paying based on current fee rates
5. The Invoice system is easy to understand and to produce

In respect of issue 1, RPK have decided to extend our free funded hours to whenever we are open, instead of the 12-6 Monday to Friday, as this will ensure all Parents have access to the funding. In the short term we will be unable to adjust any children's booking that is already in place for September 2025 due to restriction on places available.

In respect to issue 2, RPK, as previously advised in September 2024, are only going to provide determined sessions of between 8-1 and 1-6 for this academic year, where the full day is subject to the relevant Working Parents Entitlement / Free Early Years / Free for Two (FEE) funding. Any child who attends a full day, for which the whole day is payable, the charge will remain at 9 hours per day. For those parents whose children are not attending their sessions as an 8-1, 1-6 or 8-6 pattern, RPK will maintain your current hours for this academic year but would request that arrangements for the academic year 2026/2027 are discussed with the setting to enrol their child in accordance with our sessions.

In respect to issue 3, RPK have decided to accept any losses incurred for this academic year for those parents who only want the funded hours, which are currently shy of £1,400 for those that are over 3 claiming the 30 hours WPE and £750 for 2 year olds claiming the same funding, and not charge the loss of fees to other parents, Whilst we would be grateful for any voluntary contributions from these parents, these are not mandatory.

To assist us in our aim for sustainability we will continue to cap these at 2 weeks of attendance for the academic year 2025-26, but, unfortunately, will no longer be offering any discounts for holidays or planned absences in the academic year of 2026-27.

In respect to issue 4

RPK are committed to ensuring that your fees will not increase from your current payments, which would be the case if we had left the Kent Providers Agreement in its totality. In most cases there will be a significant reduction for the 2 year olds and younger due to the expansion of the Working Parents' Entitlement.

In respect to Issue 5

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Date to be reviewed: 1st April 2026

Policy adopted and to be reviewed by: Ting Healey

As discussed in September 2024, and as requested by many parents, RPK will extend the funding to cover 50 weeks in a year instead of the of the current 38 weeks, (where the only weeks not covered are the Christmas week and the last week of the academic year). This means that RPK can prepare monthly invoices and parents will be aware of the monthly payments for the academic year.

The FEE component will be clearly shown within the invoice of what hours are covered by the FEE funding and those that are privately paid. Meals will also be itemised fully on the invoice as the number of meals taken each week. Parents will be asked to sign a form, at the same time as the FEE funding forms are signed, indicating their acceptance and knowledge of their privately paid hours and any meals taken, three times a year.

From the academic year 2026-27 we will no longer be adjusting the invoices for discounts except for meals if these are booked at least 4 weeks before. For the academic year 2025-26 the two weeks of attendance cap of discount will be applied to the month in which it relates to.

Our fee structure is fully inclusive of all drinks, snacks and breakfast but not lunch and tea, which are charged separately. Our fees continue to include all our normal week to week daily routines such as French and dance activities, which will occur at various days and times of the week.

Charges for lunches and teas are entirely optional and are not a condition of accessing a free entitlement place. Parents who do not wish to pay for meals may provide their own food in line with RPK's policies on health and safety

Term Time Only contracts are only available to parents who are either full-time teachers or students, where any funding will be allocated for the 38 weeks only.

FEES:

Fees are payable monthly in advance, in accordance with the current rates. Fee increase reviews will be announced annually in advance, for imposing in January of each year. This will be announced no later than 1st December of the previous year.

Please note that no parent will be required to pay any fee, top up, or compulsory charge to access their funded hours or a fully funded place.

CHANGES

In the event of any changes to the Kent Provider Agreement there may be a further review of our charges. Any changes to current rates will be advised in writing at least one month in advance for both the annual increase and any changes to the Kent Provider Agreement.

We reserve the right to change our FEE structure should there be a change in the statutory guidance for which we are not notified in advance. This change will be applied at the same time as any change in our funding rate or guidance and any notice period required by the nursery is waived for this part of the fees.

Notice to reduce sessions or to terminate your contract for any privately paid for hours or meals must be given at least a full term in advance and the following notice must be given:

Date of leaving	Notice required by
1 st September to 31 st December	1 st April of the same year
1 st January to 31 st March	1 st September of the previous year
1 st April to 31 st August	1 st January of the same year

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There will be no requirement for a notice period for any part of the FEE funded entitlement but we would appreciate as much notice as possible to ensure both our sustainability and to enable us to offer the space to another child.

In the event of a shorter notice period, full payment in lieu is required for termination of the contract to provide childcare.

Any request for increasing sessions or adding an ad hoc session will be considered on current availability.

For children who are new to the setting, sessions that are booked on application will be chargeable for the first full term and will remain payable until the end of the first full term of attendance. Parents who are booking spaces over 6 months in advance, changes to their child's attendance may be made no later than 6 months before the start of their sessions, without incurring any penalties. and any changes to the booked sessions must be made clear during your child's settling in session.

ILLNESS/ABSENCE: No refund will be given in the event of a child's absence due to illness, or any other reason, nor will alternative days be allocated.

HOLIDAYS:

For the academic year 2025-26 we require at least 13 weeks' notice for any pre-booked holidays to attract a 50% discount for any payable hours and meals. This will be limited to 2 weeks of attendance for any one child. Any funded hours that are applicable to the holiday time will not be allocated to another session, nor will any discount be given. Any discounts due will be itemised on your invoice for the relevant month.

From September 2026, we will no longer be giving any discount for pre-booked holidays but we would ask that you give us at least 4 weeks' notice of any intended holidays. If notified within the 4 weeks period we will not charge for any meals that were due to be taken during that period. Any discounts due will be itemised on your invoice for the relevant month.

Notification of holidays is still required so that RPK can meet its legal obligations in ensuring that the children are absent with the consent of their parents / carers.

CLOSURES: Should the Radnor Park Kindergarten be unable to open due to bad weather or any other unforeseen circumstances outside of our control, full fees are payable and no discount will be given.

LATE PICK UP: Children must be collected promptly at the end of a session/day. Should a parent fail to collect their child on time at the end of their session, a late collection after hours fee of £30.00 will be charged for the first half hour, and a further £30.00 per every half hour thereafter.

LATE PAYMENTS: Fees are to be paid by the 5th day of the month in which it refers to. If you are experiencing financial hardship please speak, in confidence, to the owner/manager so that alternative payment arrangements can be made. If, without negotiation, fees are not settled, we will be left with no alternative but to withdraw your child's place and, if necessary, take legal action to recover the amount owed. Children in receipt of Free Early Education, Working Parents Entitlement or Free For Two, will be unable to access any additional fee-paying hours until outstanding fees are settled. In the event that we have to take legal action all costs and interest incurred will be paid by the signatory (ies) on the application form. Any fees not paid by the 5th day of the month in which it relates to may be subject to a 10% surcharge for that month, at the proprietor's discretion.

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The deposit that is required to secure a place at the nursery will be based on the sessions that you require. This will equate to either the weekly cost of the sessions that you require or £150, whichever is the larger of the two. A deposit is NOT required for children who are **only** accessing the Free For 2 funded hours but a refundable deposit will be required for all other children accessing the WPE or FEE funding.

Deposits for funded places are fully refundable and set off against your first invoice. If your first invoice is not issued by the end of the first half term or within six weeks of your child's start date (whichever is earlier) or no fees are due from you, the deposit will be returned as a standalone refund within the same time frame.

PAYMENT METHODS: Invoices can be settled by internet banking, our account details are as follows:

Santander Account: Radnor Park Kindergarten
Sort Code: 09-01-27
Account number: 76400333

WORKING PARENTS' ENTITLEMENT and ADDITIONAL FEES: All children become eligible for Free Early Education the term after they become 3. Younger children may also be eligible for **Free For Two** funding or the **Working Parents' Entitlement**. Parents/carers are asked to check on the following website to find out if their child qualifies. We reserve the right to limit the spaces available for all children due to limitations of available space.

<https://www.childcarechoices.gov.uk>

Please note that the setting has absolutely no control on whether or not parents and carers are eligible for the WPE or FF2 funding and that this is entirely a matter between them and HMRC. All children who have reached 3 years old the term before will be entitled to the 15 hours universal FEE and the setting will apply for the funding for these children.

A child is eligible for WPE or FEE at the start of the term after they turn 9 months, (if eligible), or third birthday in line with the Department for Education table below:

A CHILD BORN ON OR BETWEEN	WILL BECOME ELIGIBLE FOR A FUNDED PLACE FROM
1 st April and 31 st August	Start of term 1, in September, following 3 rd birthday or when they reach 9 months old
1 st September and 31 st December	Start of term 3, in January, following their 3 rd birthday, or when they reach 9 months old
1 st January and 31 st March	Start of term 5, in April, following their 3 rd birthday, or when they reach 9 months old

There are currently two levels of Free Early Education for 3 and 4 year old children, 15 hours of FEE funding per week for 38 weeks a year which will be stretched to 11 hours and 24 minutes per week over 50 weeks, For those children that are eligible for the extended 30 hours WPE funding the funding will be stretched to 22 hours and 48 minutes over 50 weeks. For children who are eligible for the WPE for 2 year olds and 9 month plus, these will be stretched over the 50 weeks at 22 hours and 48 minutes per week.

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For teachers and full-time students on a term time only contract please contact the setting for your child's specific attendance pattern and payments.

There are certain criteria for parents that are able apply for the 30 hours WPE and this can be found on the following websites:

<https://www.gov.uk/government/publications/30-hours-free-childcare-eligibility>

<https://www.gov.uk/childcare-calculator>. Those

The policy for children that are eligible for the 15 hours FEE or Free For 2 funding is as follows:

Each child will be funded to a maximum of 11 hours and 24 minutes per week over a minimum of 2 days. All sessions booked must be in line with the sessions that we offer of 8am to 1pm, 1pm to 6pm or 8am to 6pm. Any attendance pattern that is less than 11 hours and 24 minutes a week will be free of any further attendance charges.

The policy for children that are eligible for the 30 hours WPE is as follows:

Each child will be funded to a maximum of 22 hours and 48 minutes per week over a minimum of 3 days. All sessions booked must be in line with the sessions that we offer of 8am to 1pm, 1pm to 6pm or 8am to 6pm. Any attendance pattern that is less than or equal to 22 hours and 48 minutes a week will be free of any further attendance charges.

RPK will check EYPP eligibility for children aged three and four accessing funded hours and two year olds accessing the FF2 funding. EYPP is additional funding provided by the local authority to improve outcomes for disadvantaged children. This funding in addition to the FEE funding and will be used to enhance the quality of provision.

FEES FOR ADDITIONAL HOURS OUTSIDE THE FEE / WPE ENTITLEMENT

Children attending non-funded days/sessions, in addition to their FF2, FEE or WPE, will be charged at our current rates as shown in the table below. The monthly invoice will show how many funded hours are used during the monthly period and the charge for each month will be the same based on an annual average split over 12 months, subject to any discount for pre-booked absences.

Please note that the 15 hours FEE or WPE entitlement can be split between 2 providers up to a maximum of 15 hours per week for 38 weeks a year but the hours at RPK will be stretched to 50 weeks a year. Parents who are eligible for the 30 hours WPE can split their hours between more than 2 providers.

Please note that children are not required to have nursery meals and parents can provide a packed lunch and/or tea for their child.

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For children who attend the setting on an all year round basis and are eligible for 15 hours of FEE funding monthly fees payable, excluding any meals, which are charged at £4.20 per meal taken, will be as follows:

Sessions per week	Monthly fees with 15 hours FEE funding stretched to 11.4 hours per week over 50 weeks
Age of child	3 and 4 year olds
2 am / pm sessions	Free
3 am / pm sessions	£218.20
4 am / pm sessions	£396.70
5 am / pm sessions	£575.20
1 full day and 1 am / pm sessions	£218.20
1 full day and 2 am / pm sessions	£396.70
1 full day and 3 am / pm sessions	£575.20
1 full day and 4 am / pm sessions	£753.70
2 full days	£396.70
2 full days and 1 am / pm session	£575.20
2 full days and 2 am / pm sessions	£753.70
2 full days and 3 am / pm sessions	£932.20
3 full days	£718.00
3 full days and 1 am/pm session	£896.50
3 full days and 2 am/pm sessions	£1,075.00
4 full days	£1,039.30
4 full days and 1 am / pm session	£1,217.80
5 days @ 9-3	£753.70
5 full days	£1,360.60

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For children who attend the setting on all year round basis and are eligible for 30 hours of WPE funding monthly fees payable, excluding any meals, which are charged at £4.20 per meal taken, is as follows:

Sessions per week	Monthly fees with 30 hours WPE funding stretched to 22.8 hours per week over 50 weeks		
Age of child	Under 2s	2s	3 & 4
2 am / pm sessions	Free	Free	Free
3 am / pm sessions	Free	Free	Free
4 am / pm sessions	Free	Free	Free
5 am / pm sessions	£123.75	£201.00	£258.00
1 full day and 1 am / pm session	Free	Free	Free
1 full day and 2 am / pm sessions	Free	Free	Free
1 full day and 3 am / pm sessions	£123.75	£201.00	£258.00
1 full day and 4 am / pm sessions	£357.50	£390.00	£436.40
2 full days	Free	Free	Free
2 full days and 1 am / pm session	£123.75	£201.00	£258.00
2 full days and 2 am / pm sessions	£357.50	£390.00	£436.40
2 full days and 3 am / pm sessions	£591.25	£579.00	£615.00
3 full days	£357.50	£390.00	£436.40
3 full days and 1 am/pm session	£591.25	£579.00	£615.00
3 full days and 2 am/pm sessions	£825.00	£768.20	£793.40
4 full day	£778.25	£730.25	£757.70
4 full days and 1 am / pm session	£1,012.00	£919.50	£936.20
5 full days	£1,199.00	£1,070.80	£1,079.00

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For children who are eligible for the Free for Two Funding and attending on an all year round basis the monthly fees payable, excluding any meals, which are charged at £4.20 per meal taken, is as follows:

Sessions per week	Monthly fees with 15 hours Free for Two funding extended to 11.4 hours per week over 50 weeks
Age of child	2 year olds
2 am / pm sessions	Free
3 am / pm sessions	£186.00
4 am / pm sessions	£375.25
5 am / pm sessions	£564.25
1 full day and 1 am / pm sessions	£186.00
1 full day and 2 am / pm sessions	£375.25
1 full day and 3 am / pm sessions	£564.25
1 full day and 4 am / pm sessions	£753.50
2 full days	£384.00
2 full days and 1 am / pm session	£555.50
2 full days and 2 am / pm sessions	£744.50
2 full days and 3 am / pm sessions	£933.50
3 full days	£706.75
3 full days and 1 am/pm session	£896.00
3 full days and 2 am/pm sessions	£1,085.00
4 full days	£1,047.00
4 full days and 1 am / pm session	£1,236.25
5 full days	£1,387.50

For all children accessing their FEE or Free for Two hours free of charge are able to do so within the normal sessions 8am-1pm, 1pm-6pm or 8am-6pm, subject to the available space. All FEE hours with this pattern of attendance will be allocated term time only but parents have the option to be all year round for which an additional session, outside of our normal 5 hours session, of 1 hour and 12 minutes will be allocated each week for 50 weeks in accordance with our availability.

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For children who attend the setting and are not eligible for any form of FF2, WPE or FEE funding monthly fees payable, excluding any meals, which are charged at £4 per meal taken, is as follows:

Sessions per week	Monthly fees without and FEE / WPE funding		
Age of child	Under 2s	2s	3 & 4
2 am / pm sessions	£467.50	£378.25	£357.00
3 am / pm sessions	£701.25	£567.38	£535.50
4 am / pm sessions	£935.00	£756.50	£714.00
5 am / pm sessions	£1,168.75	£945.63	£892.50
1 full day and 1 am / pm session	£654.50	£529.55	£499.80
1 full day and 2 am / pm sessions	£888.25	£718.68	£678.30
1 full day and 3 am / pm sessions	£1,122.00	£907.80	£856.80
1 full day and 4 am / pm sessions	£1,355.75	£1,096.93	£1,035.30
2 full days	£841.50	£680.85	£642.60
2 full days and 1 am / pm session	£1,075.25	£869.98	£821.10
2 full days and 2 am / pm sessions	£1,309.00	£1,059.10	£999.60
2 full days and 3 am / pm sessions	£1,542.75	£1,248.23	£1,178.10
3 full days	£1,262.25	£1,021.28	£963.90
3 full days and 1 am/pm session	£1,496.00	£1,210.40	£1,142.40
3 full days and 2 am/pm sessions	£1,729.75	£1,399.53	£1,320.90
4 full day	£1,683.00	£1,361.70	£1,285.20
4 full days and 1 am / pm session	£1,916.75	£1,550.83	£1,463.70
5 full days	£2,103.75	£1,702.13	£1,606.50

Parents who would like to access the 30 hours FEE entirely free of charge are able to do so within the normal sessions 8am-1pm. 1pm-6pm or 8am-6pm, subject to the available space. All FEE hours with this pattern of attendance will be allocated term time only but parents have the option to be all year round and an additional session, outside of our normal 5 hours session, of 2 hours and 48 minutes will be allocated for 50 weeks in accordance to our current availability.

Please note that if you have authorised us to apply for any FEE funding this funding will remain with the setting until the end of the term, even if your child leaves before the end of the relevant term.

Children who would normally attend sessions that fall on a Bank Holiday, other than the Christmas and New Year break, for which they have not been charged, will be subject to a comparable reduction either in their payable annual fees or as an extension to their relevant WPE, FEE or FF2 funding to compensate for this.

This FEE structure policy will be published on our Radnor Park Kindergarten website and replaced with future updates as and when they are issued.

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