



13. Fees and Funding Policy

Aims of Policy

This policy aims to specify the process around payment of fees and the funding available.

Fees

The fees for two and half year olds are charged at an hourly rate. Hourly rates, registration fee and deposit are all subject to annual review. The fees are payable within 7 days of the date of the invoice. You are required to pay for every reserved session, even if your child is absent due to illness or other reasons, and you must give a term's notice of any change in your child's attendance, otherwise you will be charged for one term's fees.

Deposit

A deposit of £150 will be taken for all children to confirm their place.

If you accept a place but your child does not start with us, the deposit is non-refundable.

Universal Funding (15 hours):

A child receiving Universal Funding will continue to have their deposit held because in their final year they will be offered more than their funded hours.

Should your child receive Universal Funding and has no intention of attending more than 15 hours, does not wish to attend lunch club (on either a permanent or ad-hoc basis) and does not wish to attend additional sessions (on either a permanent or ad-hoc basis) then the deposit will be returned within 6 weeks of your child starting with us or becoming eligible for Universal Funding.

It is assumed that your child will attend more therefore if this is not the case please inform the Pre-School Leader.

Extended Funding (30 hours):

If your child is eligible for Extended Funding then the £150 deposit is still required when they sign up but will be refunded to you within 6 weeks of your child being eligible for the Extended Funding. However, we will request that the £150 deposit is returned to us in the following situations:

- Should your circumstances change leading to you being no longer eligible for Extended Funding.
- Should your hours at Pre-School exceed your total funded hours for example signing your child up for additional sessions or lunch clubs. If this is the case then you will be required to return the deposit before your child can attend the additional hours.
- Should you make use of ad hoc sessions and/or lunch clubs. Even if you have not claimed your full funded entitlement, ad hoc hours which are billed in arrears must be paid for by the parent, we are not able to claim funding for these hours.

Should your child attend the Pre-School but leave early the £150 will be returned if you provide us with a term's notice.

Friday Session

In their final year children attend a Friday session.

During 2018-2019, the children have the option of attending:

- From 8.50am to 12.50pm, which brings the total number of hours offered to 16;
- From 8.50am to 3.10pm, which brings the total number of hours offered to 18 and 20 minutes.

From 2019-2020 onwards, all children in their final year will attend the following Friday session:

- From 8.50am to 3.10pm, which brings the total number of hours offered to 18 and 20 minutes.

Universal funding is available for 15 hours and extended funding for 30 hours. You may select to send your child for only 15 hours. If this is the case, please inform the Pre-School Leader.

If we have availability on a Friday following take up by the children already in their final year at the Pre-School, this will be offered out to children in their final year before commencing primary school who do not attend Pre-School. They would only attend this session each week. The registration fee and deposit are still applicable in this case.

Additional Hours

Fees for additional hours, above any funded hours, will apply to all children and will be billed at the current hourly rate. These include:

- Friday afternoons: Any time beyond 11.50am (i.e. above 15 hours) is counted as additional hours. These fees will be invoiced at the beginning of each term.
- Additional Sessions: Parents will be asked to sign their children up for the duration of their time at Pre-School. These fees will be invoiced at the beginning of each term.
- Lunch Club: Parents will be asked to sign their children up on a termly basis. These fees will be invoiced at the end of each term.
- Ad-hoc additional sessions and lunch club: Should there be availability to attend these parents can sign their child up at the beginning of each week. These fees will be invoiced at the end of the term.

Changes to additional sessions and Friday afternoons require a terms notice to reduce. Increases will be considered at the time and subject to availability.

Funding for 2 year olds

The government provides Free Entitlement Funding (FEF) to some 2 year olds. For more details and to see if you are eligible please refer to this website:

<http://www.buckscc.gov.uk/services/education/early-years-and-childcare/free-childcare-for-2-year-olds/>

Funding for 3 and 4 year olds:

All 3 and 4 year olds are eligible for FEF from the term following their third birthday until they start school. Claim forms are emailed to the parents of eligible children before the end of the previous term. For funding purposes there are set dates to define term times:

Three year olds born between:

1st Apr and 31st Aug (inclusive)
1st Sep and 31st Dec (inclusive)
1st Jan and 31st Mar (inclusive)

Eligible for full funding from:

The start of the autumn term following their 3rd birthday
The start of the spring term following their 3rd birthday
The start of the summer term following their 3rd birthday

Each child is entitled to 5 funded sessions of 3 hours per week, however Seer Green Pre-School only offers 12 hours per week for the younger academic group initially. The older academic group is offered 18 hours and 20 minutes. Subject to availability all children may have the opportunity to request additional hours as part of our flexibility offering, these are designated on a first come first served basis.

Any funded hours which are not used at the Pre-School can be used at another setting. If you do so please keep us informed.

The extended free childcare entitlement for working parents of 3 and 4 year olds will provide eligible parents with a total of 30 hours of free childcare per week, over 38 weeks. We cannot offer your child the full 30 hours at Pre-School, however you may use the additional hours at another setting (please refer to above paragraph). For more details and to see if you are eligible please refer to this website: <https://extranet.buckscc.gov.uk/early-years/eef-early-education-funding/30-hour-provision>.

Voluntary Contributions

The fees and funding provided to the Pre-School enable it to meet its day to day running costs throughout the year. However, we rely heavily on fundraising and any voluntary donations to pay for any other investment in the Pre-School, such as toys, games, supplies and inevitable repair and replacement costs. The suggested donation is currently £50 a term, but any donation that is made is gratefully received.

Gift Aid

Gift aid is tax relief on money donated to UK charities. When you start at the Pre-School we will send you a declaration form that can be made out to cover individual donations, a series of donations, donations made during a specified period or to cover all donations.

As with all the policies for Seer Green Pre-School, the Operational Plan should be referred to for the specific details of day to day operations of the Pre-School. In addition, any issues which arise in the course of a child's time with the Pre-School and that are related to a child's health and wellbeing, parent's or staff's concern, or the overall care and safety of our children, staff, parents and equipment will be dealt with in a professional and confidential manner in order to arrive at an appropriate outcome.

This policy was adopted on (date) _____

Signed on behalf of Seer Green Pre-School (Committee Chairperson) _____

This policy was reviewed as indicated below:

*2015 created
2016 reviewed and updated as required
July-Nov 2017 reviewed and updated
June-July 2018 reviewed and updated*