



## 13. Fees and Funding Policy

### Aims of Policy

This policy aims to specify the process around payment of fees and the funding available. Whilst we make every effort to support parents with funding, including support completing the forms, it is the parents' responsibility to be aware of the funding they can receive and ensure their applications are submitted appropriately. By assisting parents with their applications, we recognise we are already providing a significantly greater amount of support to parents than a typical setting. However, whilst we can provide this support, we believe it remains valuable to parents, and so will continue to do so.

### Fees

There are three stages of fees payable to the Pre-School:

1. A registration fee.
2. A deposit to confirm their place.
3. Ongoing fees for their attendance at the Pre-School.

Each of these fees is outlined in more detail below. All fees are subject to an annual review.

All fees are payable within the terms sent out on the invoice, which is typically 7 days from the issue of the invoice for the first half of the term (50% of the term fee), with the second 50% of the fee being paid after half term. If fees are not paid on time, you may be subject to late charges of £25 per week overdue, unless the Committee agrees otherwise.

### Registration fee

A registration fee of £35 is payable when the initial paperwork is completed to register your child's interest in attending the Pre-School and to put them on the waiting list. We only charge a registration fee where no funding has yet been granted.

Where funding is already in place or in the process of being obtained and you expect to be fully funded, we will waive this fee. If there is no funding in place yet, but it is granted at a later date and you are fully funded at the time of starting, then the fee would be refunded. If you feel this fee is in any way a barrier to registering your child, please contact us to discuss your options.

### Deposit

A deposit of £150 will be taken for all children to confirm their place. This is payable prior to starting, typically in the first part of the calendar year (January – April) prior to the academic year they start (September onwards).

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

If a child's place is offered and accepted but subsequent to such acceptance, the start date is delayed at the parent/guardian's request, the fees will be payable in full, from the original offered start date.

We will review requests to delay start dates prior to parents accepting a place and will do our best to accommodate parents' wishes within reason. However, it is unlikely that the request will be accepted if it involves delaying the start date by more than 2 weeks due to the detrimental effect on the Pre-School's financial status and because it is unfair to any children on the reserve list who could start on time.

### **Universal Funding (15 hours):**

A child receiving Universal Funding will continue to have their deposit held because in their final year they will typically attend more than their funded hours (attendance of 18 hours 20 minutes vs 15 hours funded).

Should your child receive Universal Funding and has no intention of attending more than 15 hours, does not wish to attend any additional or ad hoc sessions the, In the deposit will be returned by the latter of 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 Operations Manager.

### **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 by the latter of 6 weeks of your child starting with us or becoming eligible for the Extended Funding.

However, we will request that the £150 deposit is returned / retained by 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 or ad hoc sessions. If this is the case, then you will be required to return the deposit before your child can attend the extra hours. Please note, even if you have not claimed your full funded entitlement, additional and ad hoc hours must be paid for by the parent, we are not able to claim funding for these hours.

## **Ongoing Fees**

Ongoing fees include an hourly rate payable for attendance, plus a voluntary consumables fee payable per session (see voluntary fees for more information on consumable fees). Please request a copy of our fee information for up to date information on current charges.

The hourly rate payable may be reduced to zero for those hours where funding is provided by the government (see below). This funding can only be claimed on a child's base hours agreed (core plus any further sessions that are committed to at outset for their time at Pre-School) and not on any additional or ad hoc sessions (see section on following pages for additional and ad hoc hours).

### **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. This entitles parents to claim 15 hours of funding for their child. 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:

<b>Three year olds born between:</b>	<b>Eligible for full funding from:</b>
1st Apr and 31st Aug (inclusive)	The start of the autumn term following their 3rd birthday
1st Sep and 31st Dec (inclusive)	The start of the spring term following their 3rd birthday
1st Jan and 31st Mar (inclusive)	The start of the summer term following their 3rd birthday

Should a younger child only take up the minimum session requirement (two mornings and two afternoons Monday - Thursday), this would only equate to 12 hours (unless they were taken as full days, then this would equate to 12 hours and 40 minutes). While the full 15 hours can be claimed if more core sessions are taken, the additional 3 hours cannot be used for additional / ad hoc sessions. 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.

An older child taking the minimum session requirement (two mornings and two afternoons Monday – Thursday plus a full day Friday), would attend 18 hours and 20 minutes (or 19 hours if three full days). If you wish your child to only attend for the 15 hours of funded entitlement, one of the Monday – Thursday sessions would be adjusted to meet this.

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. While we can offer your child the full 30 hours at Pre-School if they are an older child, we cannot offer this to a younger child given Friday's are reserved for older children only. However you may use the additional hours at another setting (please see above).

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>.

### **Friday Session**

In their final year children attend a Friday session. From 2019-2020 onwards, all children in their final year will attend the 8.50am to 3.10pm Friday session, which brings the total number of minimum hours offered to 18 and 20 minutes (19 hours if taken as full days).

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 Operations Manager.

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 and Ad Hoc Hours**

**Additional sessions** are those signed up for typically for half a term or a term, in advance, but are not guaranteed for the child for the full time they attend the Pre-School.

**Ad hoc sessions** are those attended on a typically one off basis and can be signed up for with less notice.

Subject to availability, all children may have the opportunity to request additional / ad hoc hours as part of our flexibility offering. These are designated on a first come first served basis and can be withdrawn at any time.

The Operations Manager should be contacted for information regarding these sessions.

Fees for additional and ad hoc hours, above any funded hours, will apply to all children and will be billed at the current hourly rate. Changes to additional and ad hoc sessions require half a terms notice to reduce. Increases will be considered at the time and subject to availability.

## **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.

As such, from September 2019, we will request a voluntary donation to cover key areas:

- A voluntary donation of varying suggested levels on each term's invoice to help us cover our costs whilst still enabling all children to attend the Pre-School.
- A cost for consumables, which includes snacks, paper, arts and crafts material etc, which is a significant volume and spend each year. This amount is payable per morning or afternoon session, so for children attending core sessions there would be 4 consumable charges a week for younger children and 6 consumable charges a week for older children. Please see our fee information for up to date information on consumables charges.

## **Changes and Cancellation**

You are required to pay for every reserved session, even if your child is absent due to illness or other reasons.

Additional and ad hoc sessions require half a terms notice to reduce.

Should your child leave Pre-School early, you must give a term's notice otherwise you will be charged for one term's fees and your deposit will not be refunded.

Should you wish to cancel an additional session/s your child is signed up for, you must provide one half term's notice otherwise you will be charged.

Should a session time be changed (for example the nativity, Christmas party or sports day) you will be notified in advanced and any shortfalls will be refunded.

## **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*

*February 2019 reviewed and updated*

*May 2019 reviewed and updated*

*January 2020 reviewed and updated*

*June 2020 reviewed and updated*