



## Early Years Funding, Charging and Fee Policy

### 15 Hour Funding

Your child will be eligible for the Early Years Government Funding from the term following their third birthday. Children are welcome to start before their funding starts but your child must be 3 years old and the sessions will need to be paid for.

You will be entitled to a maximum of 15 hours per week for 38 weeks of the year (with a maximum of 570 hours). The Pre-School is open for 39 weeks (5 inset days which are not claimed for). Occasionally the funding doesn't always reach the end of term/year due to the days of the Inset closures. You will be notified if this happens and have the option to finish your child a few days early or you can pay for the sessions.

Wallisdean Pre-School will apply for the funding on your behalf. You will need to complete a funding form to ensure the correct amount is applied for (supplied by the Pre-School).

**All non-funded sessions and any extra hours, in addition to the funded hours, must be paid for.**

### 30 Hour Funding

The Pre-School accepts the 30 Hour Funding. Parents are required to apply for this via the website 'Childcare choices'. You will be issued with a funding code which needs to be given to the Pre-School the term prior to starting.

It is the parent's responsibility to reconfirm this with HMRC (every 3 months), you will be notified by email from HMRC. The Pre-School are unable to do this part for you.

The Pre-School will also remind you to do this but failure to reconfirm the 30 hour code will result in your child's place being withdrawn and offered to another child.

### Extra Sessions / Paid Sessions

Parents/Carers will receive an invoice at the beginning of the month via Parentmail. This to be paid by the 15<sup>th</sup> of the month. Parents can part pay or pay in full via Parentmail (online).

If a parent/carer falls behind on payments the Pre-School Manager will notify them and may have to suspend the extra sessions. (Child can still attend the funded sessions). A payment plan may have to be produced. Extra sessions cannot resume until the debt has been cleared.

Rates per session: **3 hour session - £15**  
**6 hour session - £30**

**All Fees are still payable if your child is ill or does not attend for any reason.** In the unlikely event that the setting needs to close you will not be charged for the sessions.

If an Inset day falls on the fee paying day you will not be charged for this.

Fees will be reviewed annually and any increases will be based on running costs. Parents will be notified in writing of any increases.

### Notice Period

The Pre-School have a 4 week notice period if a child is leaving or if there is any change to paid sessions.



### **Holiday or Absence**

If you take your child out of Pre-School for holidays, or any absent days (Not sickness) all extra sessions **MUST STILL** be paid, and if the Pre-School are required to pay back the funded sessions, you will be billed to cover the costs.

Sadly we have to enforce this as the Pre-School still have to cover costs such as bills, staffing costs etc.

### **CHARGES**

Parents may be asked to make a contribution towards replacing damaged or lost Pre-School property caused wilfully or negligently by their child(ren), eg a book £5.00 replacement cost.

### **School Meals**

The school dinner service is operated by Aspens Catering, which is an independent company. Payments must be made in **advance** via the online payment system.

### **Late Collection**

#### **Late Collection Fee**

By law we must work within our staff to child ratio of 1:8 at all times. A child who is not collected from their session on time has the potential to affect our ratio, therefore Wallisdean Pre-School will charge a late collection fee of £15.00 if a child is collected late on **THREE** occasions.

If you then continue to collect your child late, after you have been fined your child may lose their place at our Pre-School.

Any late collection of 15 minutes or more will incur an automatic fine of £15.00 plus £5 for every 5 minutes thereafter.