

9.2 Fees & Funding

Policy Statement

At our pre-school we believe in open communication with all parents/carers and staff and are therefore presenting this fees structure in order to ensure that everyone fully understands our charging.

Procedure

Fees

Our fees are fully inclusive and include drinks and snacks. We are open for 38 weeks per year, closing on Bank Holidays.

Fees are currently £21.00 per 3hr session - morning 9-12 or afternoon 12-3

Fees are reviewed annually, in April of each year and are implemented in the following September. Any changes to current rates will be advised in writing.

Fees are payable monthly in advance; Invoices are sent out monthly via Quick Book. parents will be e-mailed when invoices are available to pay and need to be paid within 2 weeks of the invoice date.

Payment Methods: Invoices can be settled by online banking or cash, we also take most nursery vouchers (ask office for details):

Online Banking: Poplar Pre-School (CIO)

Sort Code: 30-95-37

Account No: 57501168

Late payment: Fees are to be paid within 2 weeks of the invoice date. If you are experiencing financial difficulties please speak, in confidence, to the Manager so that alternative payment arrangements can be made.

If without negotiation, fees are not settled by the agreed date we may be left with no alternative but to withdraw your child's place. Children in receipt of the 15/30hrs Free Entitlement will be unable to access any additional fee paying hours until outstanding fees are settled.

Departure: A term's notice and fees are required if a parent wishes to take the child out of pre-school.

Illness/Absence: No refund will be given in the event of a child's absence due to illness, holiday or any other reason.

Closures: Should the pre-school be unable to open due to bad weather or any other unforeseen circumstances, parents will be refunded for a chargeable session or have it

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discounted from their next invoice. Should closure need to take place part way through a session, a refund will not be given in this instance.

Funding

The government offer different of funding options.

All children are eligible for **15 hrs Universal Funding** from the term after their 3rd birthday until statutory school age.

A child born between:	Will be eligible for up to 15hrs free Early Years Education
1 st January and 31 st March (inclusive)	The start of the Summer term after Easter break (April)
1 st April and 31 st August (inclusive)	The start of the Autumn term after summer break (September)
1 st September and 31 st December (inclusive)	The start of the Spring after Christmas break (January)

You can access all of the 15 hours (without additional payment) by attending 5 x 3hr sessions a week in a mixture of morning and afternoon sessions. **The 15hrs universal funding is not available for mornings only sessions.**

Working Parent Funding

Currently eligible working parents are able to claim:-

3&4yr olds - 30hrs free funding for children from the term after their 3rd birthday until statutory school age. (You can access all of the Working Parent funding without additional payment, by attending sessions in a mixture of morning and afternoon sessions. **(The 30hrs working parent funding is not available for mornings only sessions.)**)

2yr olds - 15hrs free funding for children from the term after their 2nd birthday. (You can access all of the Working Parent funding without additional payment, by attending a maximum of 3 mornings a week, or 2.5 whole days when your child is ready to stay all day. **(The 2 year old working parent funding is not available for afternoon only sessions.)**)

For a full list of funding options or to find out if you are eligible for the funding visit www.childcarechoices.gov.uk for more information and apply through HMRC. Please be aware that you must have applied by the 31st August, 31st December or the 31st March in order meet the deadline to claim your funding for the next term with KCC. If you are eligible you will be given a DERN code this is an 11 digit number. You will be responsible for reconfirming this code as instructed by HMRC.

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If the code is no longer valid or you miss the deadlines you will be liable for that term's fees.

Free for 2 scheme

If your child is not yet 3 years old you may be eligible for the Free for 2 scheme. This is available to parents/carers who are on certain benefits, looked after children, children on Disability Living allowance or with an Education, Health Care Plan. For full details please check Kent.gov.uk – Parents Guide to Free for 2 funding.

The childcare choices website is a central point for current and upcoming government childcare offers and support to parents, including the Tax-Free childcare scheme, working parents childcare, universal 15 free hours, tax credits, universal credit and childcare vouchers.

The website has a childcare calculator for parents to compare all offers and support available to them and check out what works for their family.

This policy was adopted at a meeting of	Poplar Pre-School (CIO)
Held on	<hr/> 22nd May 2024
Date to be reviewed	<hr/> 22nd May 2025
Signed on behalf of the provider	<hr/>
Name of signatory	<hr/> Dee Ellis
Role of signatory	<hr/> Trustee
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