

09.01d Payment of Fees and Funding Information

Fees are set by the Management Committee and reviewed periodically. The preschool is a registered charity and therefore is non-profit making. Most children will be eligible for some funding, and remaining hours will be invoiced.

1. **Invoices will be issued roughly every six weeks**; during the half term before the invoiced sessions. Payment is due two weeks after the invoice is issued.
2. Carers should **speak to staff as soon as possible if there is a problem** making payments. A payment plan can be arranged.
3. If payment or payments are not received by the due date, the invoice will be re-issued with an **additional £10 late payment fee** to cover administration costs and a shorter due date.
4. We will support differing needs as best we can, and will offer an **amicable arrangement** for payment of fees; e.g., payment plan.
5. If payment is still not received by the date of reissued invoice, or a payment arrangement has not been complied with: from one week after this date, **the child will only be able to attend funded sessions** (if eligible) and their invoiced sessions will be cancelled with immediate effect.
6. If the payment is then made, and the space is still available, the child would be allowed to attend the invoiced sessions.

Holidays during term time: We understand that you may wish to take holidays during term time before your child starts school to take advantage of cheaper and quieter times of year! However, there will not be any reduction in fees as it is difficult to fill your child's space and daily running and staffing costs remain the same. The same applies for absence for other reasons e.g., illness.

Changing hours: If you need to change the hours your child attends, we will do our best to accommodate this during the year. If you pay for sessions, the notice period is a full half term (no less than six weeks). So, if you decide at the beginning of October that you need to change your child's sessions, you'll need to pay for their original hours until the end of December.

Extra sessions: It may be possible to take your child for the odd extra session. You'll be expected to pay for these **on the day**. Extra sessions are charged at **£22** per 3 hour morning or afternoon session, or **£44** for all day to cover the extra administration costs. **Regular extra sessions may be offered on a discretionary basis after discussion between the manager and chair or treasurer of management committee.**

Information about other costs can be found on our website.

Funding information: What is funding?

Universal Funding (usually referred to as just "funding" or "funded hours" or "Early Years Education Funding"):

- All children receive funding for 15 hours per week **the term after they turn three**.
- Funding is term-time only (38 weeks per year).
- Some children may be eligible for two-year funding: please ask the Children's Centre on 01223 706373.
- Some children may be eligible for more than 15 hours of funding: if eligible, you'll receive a letter from HMRC.
- You'll be asked to fill in a **Count Me In** form which we need to obtain funding: this will be in your Registration Pack.

Extended Entitlement

- Often referred to as '30 hours funding' but is actually the above universal 15 hours plus a further 15 hours if eligible.
- Eligibility is decided by HMRC. It's up to parents to apply independently – we can't help!
- If HMRC confirm eligibility, it is parents' responsibility to renew every three months. There are deadlines – if you don't renew in time, then we can't claim the funding and will invoice you. We are not obliged to remind you if your three-month deadline is approaching, but we're told HMRC will contact you.

Other funding info:

- During Autumn and **Spring 1** terms (September to **February half-term**) children may attend Pippins for a maximum of 24 hours per week. This equals 4 full days, or 8 sessions. **Depending on circumstances at the time (availability of sessions, staffing)** during the Summer term and **Spring 2** (April to July), that cap on hours **may be** lifted and children may attend a full 30 hours per week, which is 5 full days, subject to availability. For all terms, a maximum of 21 hours (7 sessions) can be on a funded basis. This is to ensure as many children as possible are able to access our sessions.
- You may use funded hours at multiple settings: please let us know if you do this as it affects how many hours we can claim.

What if my child isn't eligible for funding?

Regular confirmed hours/sessions are charged at **£20.50** per three-hour session, and this is reviewed annually. You will be issued an invoice each half term, and we require payment in advance. Each late payment will incur a £10 fee to cover our administration costs. We can arrange a payment plan.