



Early Years Funding, Charging and Fee Policy

Early Years Funding,

Wallisdean Pre-School is open Monday to Friday 9.00am-3.00pm term time only for 39 weeks of the year.

We offer funded places for, three & four year olds using the Universal (15 hours) Government funding and the Extended Government funding (30 hour funding) for eligible children.

In addition, two year funding can be used as soon as the child turns three,

We are also in receipt of Early Years Pupil Premium and Disability Access Fund for eligible children.

Wallisdean Pre-School can offer a variety of sessions across the week, which can be discussed upon registering but can include mornings (9.00am-12.00pm), afternoons (12.00pm-3.00pm) all day sessions (9.00am-3.00pm) – subject to availability.

Funding is paid to the Pre-School for 38 weeks per year.

Wallisdean Pre-School is open for 39 weeks per year.

The Pre-School will close for 5 inset days per year (notice will be given for these closure days).

The full funding will be claimed for (including the inset days) and these days will be used to pay for the last week of term.

The Universal funding is issued from the term after the child turns three years old. Places can be taken as soon as the child turns three but these will be chargeable or Two year funding or Working Parent Funding can be used.

Two Year old Funding - 15 hours

Wallisdean Pre-School accept children from the age of three. The Universal funding will start the term after they are three. However two year funding can be used to pay for this first term which will allow children to start as soon as they turn three.

To check eligibility for this, parents can apply via [Childcare Choices](#) website. If accepted, Pre-School will require the funding code before the child starts to then claim the funding on the parents behalf.

Universal 15 hours funding

All children aged three and four can access this funding from the term after they turn three. This is upon completion of a signed Parent declaration form. Wallisdean Pre-School will claim the funding on your behalf.

Working Parent Funding - 30 hours

Children can receive this additional funding if parents eligible. The extended funding code will need to be applied for by the parent via the [Childcare Choices](#) website. This must be applied for by last day of term prior to the funding being used.

You will be issued with a funding code, which needs to be emailed to the Pre-School the term prior to child starting. This information is required by Pre-School as we need to input code into the funding portal to confirm the funding.

Parents will be required to reconfirm their eligibility every 3months with HMRC. 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 may result in your child's place being withdrawn or the sessions can be paid for. The universal hours are not affected.

Extra Sessions / Fees

Parents can request extra sessions on top of the 15 hours and these will be chargeable.

You will receive an invoice at the beginning of the month. This to be paid by the 15th of the month.

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.

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.

You can also use Tax free childcare or universal credit to pay for additional sessions.

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, 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

Pre-School hot meals are catered by the in house school catering team. Payments must be made in **advance** via the online payment system.

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 charge of £15.00 plus £5 for every 5 minutes thereafter.