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## Fees and Funding

Bradpole Preschool is a registered charity and relies on the Nursery Education Grant Funding Scheme, as well as the fees charged to parents to cover the costs of providing Early Years Care and Education. The preschool's fees are set out in the welcome booklet; parents will always be informed in writing of any proposed increases. The preschool offers a flexible payment system for parents with differing needs. Payment may be made weekly, monthly or every half term. The preschool may sometimes offer help to families in cases of financial hardship. If a parent has difficulties in paying fees they should speak to either the preschool leader or administrator as early as possible to obtain help or advice.

The preschool is registered to receive the Universal 15 hour free child care which covers 38 weeks of the year. From the term following the child's third birthday, every child is entitled to 15 hours of free preschool education per week this can be made up of sessions, full days, breakfast, lunch and afterschool clubs with a maximum of 10 hours to be taken in one day as funded, we can only offer 8 hours. We charge £4.20 per hour for any hours over the 15 hours entitlement, Unless you qualify for the additional 15 hours, as of September 2017, the government will increase free childcare from 15 to 30 hours a week (for up to 38 weeks of the year) this offer of additional funded hours will only be available to families who meet certain criteria which includes all parents living in the household working and earning approximately £110 per week depending on their age. Read more on the National minimum wage here: [www.gov.uk/national-minimum-wage-rates](http://www.gov.uk/national-minimum-wage-rates)

For one parent families, the parent must be working. In two parent families both parents must be working. Read more about 30 hours free childcare here:

[www.dorsetforyou.gov.uk/working-in-childcare/free-early-education-funding/30-hours](http://www.dorsetforyou.gov.uk/working-in-childcare/free-early-education-funding/30-hours) for eligible 3 and 4 year old children.

These free hours can be used at registered childcare setting that can offer free early education places, including:

- Preschools
- Day Nurseries
- Childminders
- Out of school clubs

The current fees (in 2017) are £10.50 per session until the term after the child turns three, when the child is then government funded for up to 15 hours a week or the 30 hours if you have qualified for the extra hours. A child may attend for more than 15 hours a week if spaces are available; the fee for any additional hours is £4.20 per hour if you are not entitled to the extra 15 hours funded from the government. Parents can take their government funding with a mixture of mornings or afternoons or a full day. They can also include lunch club, breakfast or after school clubs in their free entitlement, however, the maximum hours they may take in one day for funding is 10 hours.



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Children attending more than one setting can split their entitlement between settings, but parents will have to pay £4.20 for any hours over the 15 hours entitlement if they are not entitled to the extra 15 hours funded from by the government. Parents are required to complete a funding claim form for the hours their child attends the setting. Parents are also responsible for ensuring that their child uses the funded hours applied for on a regular, weekly basis and are also required to notify the preschool of their child's absence. This reason will then be recorded in the register. If they do not, their child's funding may be withdrawn.

Parents are also made aware of the funding forms stipulation that holiday entitlement is 2 of their weeks funded hours; any more than this and parents are liable to cover the cost of the fees.

Fees may be paid by cash, cheque or directly into our bank- fees are still payable if the child is absent. Invoices are placed in the child's drawer. Cash or cheques may be put in an envelope with the child's name written on it and placed in the fees box which is on the wall, they must not be handed to a member of staff. All fees should be paid by the end of the current term. We also accept some childcare vouchers provided by employers. Our administrator will inform parents of the schemes the preschool is registered with. If parents are part of a scheme we are not registered with, we can look into registering with that scheme. In the event that fees are not paid we will send out reminders and offer a flexible payment plan. In the event that fees are not paid by the time a child leaves the setting, siblings will only be able to start once that balance has been cleared. The management committee may decide to pursue outstanding fees by means of applying to the small claims court.

This policy was adopted at a meeting of: The Committee of Bradpole Preschool

Held on \_\_\_\_\_ date

Date to be reviewed 23/2/2018 date

Signed on behalf of the provider \_\_\_\_\_

Name of signatory \_\_\_\_\_

Role of signatory \_\_\_\_\_