

**Funding and Fees policy**

**Early Education funding for children ages 2, 3 and 4 years old**

Windmill Pre-School is registered with Buckinghamshire Council to receive 15 hours of flexible free entitlement funding for children who are 2, 3 and 4 years old. This means that any child attending Pre-School from the term after their 3rd birthday will be eligible for government funding, until they commence full-time primary education or if your child is entitled to 2 year old funding they will be eligible to receive the funding the term after their 2nd birthday (see below for the criteria required for the two year old funding).

Additionally, Windmill Pre-School tries to offer non-funded spaces to children who are 2 years old on a fee-paying basis. This depends on how many sessions are available after firstly admitting our funded children.

**Eligibility for funding:** The dates determining eligibility of a child for free sessions are set down by the Government. They are:

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| **A child born on or between** | **Will become eligible for a free place from** |
| **1st April and 31st August** | 1st September following their 3rd birthday |
| **1st September and 31st December** | 1st January following their 3rd birthday |
| **1st January and 31st March** | 1st April following their 3rd birthday |

No child may claim more than 15 hours in any week, even if they are attending at more than one setting. This also applies if the other setting is in another Authority. Please let us know if your child attends any other form of day care.

If your child is offered a funded place, you will be asked to complete a Parent Declaration Form and bring proof of your child’s date of birth into Pre-school.

Fees for non-funded children

Additionally, Windmill Pre-School tries to offers non-funded spaces to children from when they 2 on a fee-paying basis. This depends on how many sessions are available after firstly admitting our funded children.

For these children we charge a fee per session, which is reviewed on an annual basis. The monies collected from fees and also from the FFE are used for paying the staff, paying our rent and purchasing basic items i.e. glue, paint, paper etc.

Our fees are calculated for each half term. **The date by which they should be paid is stated on your invoice.** Pre-School cannot run efficiently unless fees are paid promptly and debts may not be carried over from one term to the next.

If, however, you are having difficulty in meeting the payments, please do not feel that you have to remove your child from Pre-School. Simply contact either the Administrator or Chairperson in order that a solution may be found. All information will be kept strictly confidential.

If there is no contact regarding the payment of fee monies, our arrears procedure will be brought into force:

Arrears procedure

If payment is not received by the date stated on the invoice, a polite reminder will be sent (via e-mail)

If after a further 7 days we still have not received payment, and you have not made contact with the Pre-School to set up a repayment plan, you will incur a late fee of **£5.00 per day**. This will be invoiced separately once settlement has been made on the original amount due.

The Committee will consider each case and may recommend that the number of sessions that the child attends be reduced to a more manageable amount, or that the child be removed until the arrears are cleared.

If we still do not receive any payment, the Pre-School may approach the Small Claims Court in order that our monies are recovered. We hold the right to cease a childcare agreement at any time if no payment has been made.

Refunds of fees

Windmill Pre-School does not issue refunds of any kind in regards to child’s attendance/absence. We have to plan ahead each half term and employ staff to cover our strict ratios well in advance.

Where possible, **(and subject to availability)** we *may* be able to offer a swap or extra session(s) to make up *(some)* hours, but this is strictly at the discretion of the manager and chair. You must put your request for this in writing to the manager.

manager@windmillpreschool.co.uk

Removal from Pre-School

If you wish to remove your child from the Pre-School or change their hours of attendance, then you must give at least **four weeks’ notice** (term time) as we have to consider staffing which is set out at the beginning of each term. Please see our Admission policy for more information.

Current fees

Our current fees for non-funded children (2 year olds) or for those who go over their 15 hours early education funding (3 years or over) are:

Morning session for non-funded child: £17.25

Lunch club session: £5.75

Afternoon session for non-funded child: £17.25

Full day 9-3 £34.50

Snacks- charged at 50p per snack (2 snacks in a full day) 50p

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| This policy was adopted at a meeting of | Windmill Pre-school | name of setting |
| Held on | 14/2/2021 | (date) |
| Date to be reviewed | 14/2/2022 | (date) |
| Signed on behalf of the management committee |  | |
| Name of signatory |  | |
| Role of signatory (e.g. chair/owner) |  | |
| Signed on behalf of the staff |  | |
| Name of signatory |  | |
| Role of signatory (e.g. chair/owner) |  | |