



Fee Payment & Funding Policy

The Little Pennies Pre-School operates this policy to ensure its viability as a self supporting, charity based non-profit making organization. We are a registered charity and we are committed to providing high quality Pre-School education for everyone in a safe and stimulating environment. We aim to keep our fees affordable and competitive and at such a level that we can provide high quality care.

Early Years Education Funding (EYE)

Little Pennies Pre-School is a registered childcare provider and is therefore in receipt of nursery education funding for 3 and 4 year olds. This funding is available from the term following your child's third birthday.

The government committed to doubling the amount of free childcare from 15 to 30 hours a week for working parents of three and four year olds from September 2017.

All three and four year olds are already entitled to 15 hours a week of free early learning. The government delivers this new commitment through local authorities, as it does for the existing 15 hours. The same stringent quality standards will be maintained to ensure the best possible experience for the child. The introduction of this new, extended entitlement is a real opportunity to improve the system to better meet the needs of children, parents, childcare providers and local authorities.

All parents are entitled to claim funding for 15 hours but some parents may be entitled to claim up to 30 hours per week depending on eligibility.

Due to limited space and opportunity for expansion, Little Pennies are able to offer up to 18 hours of free funding per child per week, with the potential to increase to a maximum of 24 hours per week if numbers allow. Our waiting list is currently based on the child's date of birth and this will continue to be our policy.

To access funding for 15 hours of free childcare you need to complete a funding form and provide a copy of your child's birth certificate.

Working parents eligibility for up to 30 hours of free early education is based on:

- Both parents or sole parent in one parent family
- Each parent working at least the equivalent of 16 hours at national minimum or living wage
- Neither parent earns more than £100,000 per annum
- Working includes self employment

Or

- Both parents work; one is on parental, maternity, adoption, paternity or statutory sick leave
- One parent works; one has substantial caring responsibilities and receives designated caring benefit
- One parent works; one is disabled or incapacitated and receives designated benefits.

Please see the following website if you require further information on 30 Hours Free Funding www.dorsetforyou.gov.uk/30hours. You will be required to express an interest in claiming and if successful, will be issued with a code which you need to give to your pre-school who will check your eligibility before making the claim.

Some parents are also eligible for funding for 2 year olds which will continue.

Any information recorded on funding forms will be dealt with in line with the General Data Protection Regulations (GDPR) (2018). Please see our Privacy Notice.

Payment

Fees are for a guaranteed place at the Pre-School for the whole of the half term, and the amount is based on the number of sessions to be attended.

Invoices will be sent out to parents/carers during the first week of each half term.

Terms and conditions for session fees (as appropriate)

Full payment for fees are to be made to the Treasurer within two weeks of receipt of invoice. In certain circumstances fees can be arranged to be paid weekly at the discretion of The Little Pennies Pre-School Board of Trustees.

Fees for non-attendance due to illness, holiday or change of circumstance are non-refundable.

Six weeks notice is needed to remove a child from The Little Pennies Pre-School.

In the event of The Little Pennies Pre-School cancelling a session, any fees paid by parents for that session will be reimbursed.

This policy was adopted at a meeting of Trustees on

and was checked and re-affirmed on

Signed on behalf of The Little Pennies Pre-School

..... (Chairperson)

