



FEES POLICY (KCC Free Education Funded Places)

Teston & Wateringbury Preschool is a non-profit making charity – registered charity no: 1162154. The following fees are payable by those who wish to send their children to our pre-school:

Registration Fee:

A non-refundable registration fee of £30 per child is payable for children not on fully funded places (see below), which must be paid at the time of registration. On receipt of this registration fee your child will receive one of our preschool T-shirts. This will be supplied to your child on their first day.

Consumable Fee

We have a voluntary consumable fee of £1.00 per session which is payable at the start of the new term. The consumable charge is to cover items which are not covered by government funding from the local authority such as mid-morning snack provided by the pre-school.

Early Years Funding:

Fully Funded Places

We offer 15 and 30 hours fully funded places to all 3 and 4 year olds and 15 hours for 2 year olds under the Free for 2 entitlement. No registration fee is required for these places. These places are limited and subject to availability at the time of registration.

15 hours (Universal entitlement)

Every three-year-old (from the term after their third birthday) is entitled to early years education funding for up to 15 hours per week for 38 weeks of the year. This funding is paid by the local Education Authority and continues until the child starts primary school.

30 hours (Extended entitlement)

We are also able to offer 6 places of extended funded hours for eligible families under the 30-hour scheme, subject to availability. Please go to Childcare choices website www.childcarechoices.gov.uk to apply. Your application must be made the term before you wish your child to access the funding (by the end of term 5 for September, term 2 for January and term 4 for April.) If eligible you will be given an 11-digit code which we will need to be able to claim this funding from KCC. You will get reminders from HMRC every 3 months to re-confirm your code to remain eligible for the 30 hours funding.

See table below for funding entitlement: -

A child born on or between	Will become eligible for funding from
1 st January and 31 st March	The start of Term 5 following their second or third birthday (after April holiday)
1 st April and 31 st August	The start of Term 1 following their second or third birthday (after summer holiday)
1 st September and 31 st December	The start of Term 3 following their second or third birthday (after Christmas/New Year holiday)

To obtain the funding, parents must complete an attendance declaration form for each funding period and return it to the manager by the deadline given to qualify. These are given out at the appropriate time by the pre-school.

Other funding available

2-year-olds

Some 2-year-olds may be eligible to receive funding such as Free for Two (FF2) which is subject to meeting certain criteria. You can check eligibility by going on childcare choices website www.childcarechoices.gov.uk. If you are eligible, you can apply at [Free childcare – Kent County Council](#). You will be given a 6-digit EY voucher code and we will ask you to provide us with the code to enable us to apply for the funding from KCC. These Free for 2 hours are offered in blocks of 5-hour sessions per day 09.00am – 2.30pm subject to availability.

Early Years Pupil Premium (EYPP)

Eligible children can start claiming EYPP in the term in which they become eligible for the 3 and 4 year old entitlement and is paid based on the universal funded hours only, not on the extended entitlement. To be eligible you need to be claiming certain benefits/credits or are caring for or have adopted a child from care of the local authority. This additional funding will benefit your child by enabling us to provide additional resources and activities. You will need to complete parts 5 and 6 of the Parental Declaration form giving us permission to apply for EYPP for your child. Please speak to Tina Driver/Jo Jordan for more information.

Disability Access Fund (DAF)

Your child could be eligible for this funding if they are in receipt of Disability Living Allowance (DLA). This one-off annual payment will help support your child with their disability or special educational need and allow us to make any reasonable adjustments or purchase/loan suitable resources that may be required. Please speak to Tina Driver/Anna Lomas for more information.

Session Fees:

Teston and Wateringbury Pre-school reserves the right to charge fees for any session not paid by early years funding.

Our opening hours are 09.00am – 2.30pm with a ½ hour lunch break. We do not offer funding over the lunch period so there is a £4 daily charge for half an hour childcare, children will need to bring a packed lunch.

To cover extra sessions the fees for 3-year-olds are: -

Early drop off (08.30am – 9.00am)	£4.00
Morning Session	£23.25
Full Day	£42.63

For 2-year old's the fees are: -

Early drop off (08.30am – 9.00am)	£4.00
Morning Session	£24.75
Full Day	£45.38

The Trustees review the pre-school fees annually.

The pre-school invoices parents accordingly at the beginning of each half-term.

Absences:

Fees continue to be payable if a child is absent due to sickness and holidays. Re-arrangement of missed sessions will be at the discretion of the manager and subject to the availability of places.

In cases of prolonged absence – more than four weeks – parents should contact the manager about fee payment.

Late or non-payment of additional fees:

Additional fees are payable as directed on the invoice. We will advise parents when fees become overdue and work with them to resolve any financial difficulties. Parents will still be entitled to their funded hours.

If a parent/carer has any problems regarding the payment of fees, they must immediately contact Tina Driver. Alternative payment arrangements may be possible at the discretion of the Trustees.

We pride ourselves on establishing good relationships with the children's parents/carers and we will always do our utmost to find a mutually acceptable solution to payment problems.

Closures:

Should the pre-school be unable to open due to bad weather or any other unforeseen circumstances parents will be offered alternative sessions.

It is the pre-schools sincere intention to be equally welcoming to all and to offer adults and children an equal opportunity.

**Refer also to:
ADMISSIONS POLICY**

Patterns of delivery are set out below : -

3 & 4 year olds qualifying for the 'universal' 15 hours Free Early Education (subject to availability)

Up to 570 hours a year can be taken (38 weeks/term time only)

Term time: 15 hours per week

Offered in blocks of 5-hour sessions per day 09.00am - 12.00am and 12.30pm - 2.30pm

The half an hour lunch break incurs a chargeable fee of £4.00 per day which is not covered under the funded hours

Any sessions booked over the free entitlement incurs a chargeable fee of:
£42.63 full day or £23.25 for the morning session.

3 & 4 year olds qualifying for the 'extended' 30 hours Free Early Education (subject to availability)

Up to 1140 hours a year can be taken (38 weeks/term time only)

Term time: 27.5 hours per week

Offered in blocks of 5-hour sessions per day 09.00am - 12.00am and 12.30pm - 2.30pm

The half an hour lunch break incurs a chargeable fee of £4.00 per day which is not covered under the funded hours.

Any sessions booked over the free entitlement incurs a chargeable fee of:
£42.63 full day or £23.25 for the morning session.

Free for 2 year olds offered in the setting (subject to availability)

Up to 570 hours a year can be taken (38 weeks/term time only)

Term time: 15 hours per week

Free of charge

Any sessions booked over the free entitlement incurs a chargeable fee of:
£45.38 full day or £24.75 for the morning session.