

General Welfare Requirement: Documentation

Providers must maintain records, policies and procedures required for the safe and efficient management of the settings and to meet the needs of the children.

Record keeping

5.4 Fees and Funding

Policy statement

It is the policy of St Luke's Pre-school to accept government funding for children from the term after a child turns 3 years old, up to a maximum of 15 hours, unless both parents work and are then entitled to 30 hours (parents should check the Government website to check eligibility). Children attending pre-school who are not yet entitled to funding, or who claim for more than 15 hours, across two settings or 30 hours across 3 settings, will be required to pay fees at the current rate set by St Luke's Pre-school.

We cannot offer the full 30 hours but we can work in partnership with other settings or a childminder to provide the full entitlement. See our website for our current opening times. This does not affect the *original 15 hours* and all children are eligible for this after they turn 3 years old.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.1 Inclusive Practice	2.1 Respecting Each Other	3.2 Supporting every child 3.3 The learning Environment 3.4 The wider context	

Procedures

Funding for 3-4year olds

Currently the government provides funding for all children from the term after their 3rd Birthday, for up to fifteen hours. You may also be eligible for 30 hours but you need to check eligibility criteria the term before funding is required. This funding can be shared amongst 2 (15 hours) or 3 provisions (30 hours) but you cannot claim more than 15/30 hours in total. If your child does do more e.g. s/he has 12 hours at another setting and 6 hours with us, then 3 hours will be funded and you will be invoiced for the other 3 hours at the current rate as set by St Luke's Pre-school.

It is the responsibility of each parent to complete a funding form, that will need updating each time you increase or decrease sessions. Numbers of sessions can only be changed at the start of a term and only after discussions with the management team and if spaces are available. We will require a copy of your child's birth certificate or passport, to be held on file for 3 years, as set out in our policy on record keeping. We will also need your postcode and NHS number for your child in order to claim as well as your ethnicity.

There is a national framework for delivery which limits the flexibility of the funding.

These limits are:

- No sessions longer than 10 hours
- No sessions shorter than 2.5 hours
- The full 15 hours over no fewer than 3 days
- A maximum of 2 providers at any one time
- A maximum of 3 providers (30 hours)

If your child leaves pre-school during a term when funding has been claimed for then a Leaver's Certificate will need to be filled in prior to leaving to ensure funds are transferred. This is not necessary for holiday periods.

Both schools and nurseries that provide the Early Years Education Funding must follow the governments Early Years Foundations Stage Curriculum for 3 and 4 year olds. Quality of provision is monitored by Ofsted. Early years education should provide a combination of care, play and education, enthusiastic early year's workers, good resources and equipment and an approach that will meet the need of the child.

Funding for 2 year olds

We are registered with the local Education Authority to receive 2 year old funding for families who meet the criteria set out. We would need to know when you accept a place at Pre-school that you are applying for the 2 year old funding. A parent declaration form would need completing as well as supplying a NHS number for your child.

The Criteria is that you need to be in receipt of one or more of the following

- Income Support
- Income based job seekers allowance
- Universal credit and your household income is £15,400 a year after tax.
- Income related employment and support allowance
- The guaranteed element of state pension credit
- Child tax credit (and in receipt of under £16,190 per year)
- Working tax credit with a household income of under £16,190 per year
- Support under V1 of the immigration and Asylum act 1999

Places are also available free for children who:

- Are looked after by the local Authority
- Have a current statement of special educational needs or an education, health and care plan
- Have left care through a special guardianship or an adoption order
- Are in receipt of disability living allowance

An online application form would need to be completed either by pre-school or the parents

Fees

For children who are not as yet eligible for funding, or who are paying for extra hours on top of their funded ones, an invoice will be given at the start of each half term. You will be asked to pay for the whole half term at once. Upon commencement at St Luke's Pre-school an Enrichment/ Administration fee of £50 is payable and non-refundable. If you pay the Enrichment fee and then decide to not take the place, the fee is non-refundable. This covers for example, process of applications, caterpillar lifecycle, sunflowers, and school bag, to

name a few. Unfortunately, fees cannot be waived for sickness or holidays, nor can sessions be swapped.

Fees may go up during the year but parents and carers are given at least half a terms notice.

Fund raising activities are occasionally held to provide some much needed funds for equipment. It is optional as to whether you take part in these but we would encourage as many as possible to assist us in providing the best for your child.

Childcare Vouchers

We do accept childcare vouchers as payment of fees. We are registered with several local/national schemes.

The schemes we are registered with are:

- Busy Bees
- Computershare
- Sodexo
- Kiddi Vouchers
- Fidelity Vouchers
- Ladybird Vouchers
- Edenred
- 4 Care
- Kids Unlimited
- Allsave

Please speak to the management when you receive your first invoice for the account details for the scheme you wish to use. There is a small administration fee associated with the use of child care vouchers, again speak to the management of pre-school about this.

Legal framework

- Children Act 2004
- Hertfordshire Early Education Handbook

This policy was adopted at a meeting of	_____	name of setting
Held on	_____	(date)
Date to be reviewed	_____	(date)
Signed on behalf of the management	_____	
Name of signatory	_____	
Role of signatory (e.g. chair/owner)	_____	