



Funding and Fees Policy

STATEMENT OF INTENT.

Totterdown Preschool believes every child should be able to access a Preschool place regardless of economic background, and that the preschool is a valuable resource to the local community.

Aim

To provide a suitable method of financing the running of a quality early years setting, whilst acknowledging that the first years of a child's life are the most financially draining on a family.

Method

The Owners have responsibility for setting the levels of charges for a session of attendance at the Preschool. This decision shall be made at the AGM, to take effect at the start of the forthcoming academic year. As far as possible the fees to be charged will be kept to a minimum, whilst remaining competitive within the local market and helping to maintain the Preschool as a viable concern.

Local authority funded places are available under the terms of the local Provider Agreement made between the preschool and Surrey County Council for eligible two, three and four year old children. The local authority begins to fund a part time place from the term after the child is three, and in some cases when the child is 2.

The DCFS states the term dates used to determine funding eligibility are:

- Autumn term 1st September to 31st December
- Spring term 1st January to 31st March
- Summer term 1st April to 31st August

These are subject to change each year.

The funding which is available is 15 hours per week which is equivalent to 5 sessions per week, (a session must last for 3 hours); and 30 hours per week which is equivalent to all sessions in the week (except for breakfast club and extended day, these are not classed as funded hours). Sessions can only be claimed for when the Preschool is open, which will be for a maximum of 38 weeks in a (financial) year. Funding can only be claimed for the children who are in attendance on a specific week mid-term dictated by county. Should your child leave prior to this date, all sessions they have attended will have to be paid for by the parent/carer. Back claims are not possible.

It is possible to split these funded hour entitlement between two or more preschool provisions, providing no more than five sessions are claimed for in any one week.

Where families have financial difficulties making fee payments, the Management/Owners will work together with the parents/carers to determine a suitable payment schedule. The details of these discussions and consequent arrangements will remain confidential at all times and individual to

families' circumstances. Such arrangements will not be seen to be a general alteration of the terms of the contract and will remain in force for as long as the circumstances remain the same.

Notice Period – it is required that parent/carers give a minimum of 6 weeks notice that their child will be leaving. Fee's are required to be paid for this notice period, whether it be through funding or privately. Failure to do so will result in further action being taken.

See also:

Admissions Policy

Confidentiality Policy

Emergency Closure Policy

Equality and Diversity Policy

Special Educational Needs (SEN) Policy

Terms and Conditions

Agreed by Claire Childs and Shamira Lumsden

Reviewed on August 2021

STAFF ACKNOWLEDGEMENTS

I have read this policy and will adhere to it in future practice: