**FEES AND CONDITIONS POLICY**

**APPLICATION FEE**

Woodpeckers Pre-School has a £20.00 non-refundable application fee which is payable when parents/carers request sessions for their child. This fee is non-applicable for children who are funded either by KCC Free for 2 Funding or Early Years Funding for 3 and 4 Year Olds when their child joins Woodpeckers Pre-School.

**FEES**

We have a two tier fee rate for over 3 year olds and under 3 year olds. The fees charged for under 3 year olds is higher due to the higher adult/child ratio which is required within the setting. Our current rates of fees are:

£5.60 Under 3 Year Olds

£4.90 Over 3 Year Olds

Your child will be charged the under 3 Year Old rate until the week off their birthday. The fee rate will change the following week.

There is a charge of £5.00 per 15 minutes for late pick up after 3 pm. Late pick up fees are exempt of KCC Free for 2 and Early Years Funding for 3 and 4 Year Olds.

**FREE FOR TWO FUNDING (FF2)**

Some families may qualify for free early years education for their 2 year old children. This scheme is known as Free for Two (FF2) and offers families 15 free hours per week for their 2 year old child.

A child’s eligibility is based on a child’s birth date following between the eligible date ranges and parents/carers receiving one of the following benefits or credits:

• Income Support

• Income-based Job Seeker’s Allowance (JSA)

• Income related Employment and Support Allowance (ESA)

• Universal Credit – if a parent is entitled to Universal Credit and they have an annual net earned income equivalent to and not exceeding £15,400\*, assessed on up to three of the parent’s most recent Universal Credit assessment periods.

• Tax credits and they have an annual income of under £16,190 before tax

• The guaranteed element of State Pension Credit

• Support through Part 6 of the Immigration and Asylum Act

• The Working Tax Credit 4-week run on (the payment parents receive when they stop qualifying for Working Tax Credit).

\*Please note the earned income threshold applies for places starting in the summer term of 2018 (on or after 1st April 2018), or any subsequent term.

A child can also receive FF2 if any of the following apply:

• The child is looked after by a LA

• The child has a current statement of special education needs (SEN) or an education, health and care (EHC) plan

• The child is in receipt of Disability Living Allowance (DLA) • The child is no longer looked after by the LA, as a result of an adoption order, a special guardianship order or a child arrangement order.

Eligible Child’s Birth Date Ranges are:

|  |  |
| --- | --- |
| **A child born in the period** | **Will become eligible for a free place** |
| 1 January to 31 March (inclusive) | The start of Term 5 following their second birthday (after April holiday) |
| 1 April to 31 August (inclusive) | The start of Term 1 following their second birthday (after Summer holiday) |
| 1 September to 31 December (inclusive) | The start of Term 3 following their second birthday (after Christmas/New Year holiday) |

If families believe they qualify for FF2 for their child, families should apply online

at www.kent.gov.uk/freefor2. Once confirmation of entitlement is received, parents/carers should email their confirmation to Woodpeckersoffice@gmail.com. Free for 2 Funding is only eligible once confirmation of entitlement is received. Parents/carers are eligible for all fees until this time.

Before FF2 funding can be applied for from Kent County Council (KCC), parents/carers are asked to read our Privacy Notice and complete a Parental Declaration Form. Parent/carers are also requested to provide evidence of their child’s date of birth and legal name’s. This maybe either an original passport or birth certificate.

FF2 funding is a rolling programme for 2 year olds and children can admitted at any time throughout the term – children do not have to start at the beginning of each term to receive

FF2 funding. Please note, FF2 eligibility remains in place until three year old Universal Entitlement funding starts, once a child starts at Woodpeckers under FF2 funding, even if families circumstances change.

Additional hours (over 15 free hours) may be purchased for children at the ‘under 3 year old’ fee rate. If a planned closure occurs within the setting, your child will be offered additional hours to ensure they receive their 570 free hours per year.

**FREE EARLY YEARS FUNDING FOR 3 AND 4 YEAR OLDS**

A child is eligible for 15 hours Free Early Years Funding for 3 and 4 Year Olds in line with the Department of Education’s table below. Parents/Carers may purchase additional hours for children at the Over 3 Year Old rate. In the event of a planned closure, children will be offered alternative sessions to ensure they are offered their full 570 hours free hours per year.

|  |  |
| --- | --- |
| **A child born on or between** | **Will become eligible for a free place from** |
| 1 April and 31 August | Start of the Autumn academic period  (terms 1 & 2) in September following their third birthday |
| 1 September and 31 December | Start of the Spring academic period  (terms 3 & 4) in January following their third birthday |
| January and 31 March | 1 Start of the Summer academic period  (terms 5&6) in April following their third birthday |

Some families are also eligible for 30 hours 3 and 4 Year Old Funding. Families can apply for 30 hour funding online at www.childcarechoices.gov.uk. Once eligibility has been confirmed, parents/carers will be given a code to give to the pre-school and will be asked to complete a Declaration Form. It is the parents/carers responsibility to reapply each term for a new code. Parents/carers are reminded that they are personally liable for fees for additional hours over 15 universal 3 and 4 year old funding if they have not received a code from the Government or their eligibility changes over the year.

Woodpecker’s retains the right to limit the number of 30 hour 3 and 4 year old spaces available each year.

Before 3 and 4 Year Old Universal and Extended Funding can be applied for from Kent County Council (KCC), parents/carers are asked to read our Privacy Notice and complete a Parental Declaration Form. Parent/carers are also requested to provide evidence of their child’s date of birth and legal names This maybe either an original passport or birth certificate.

**PAYMENT OF FEES**

Invoices confirming children’s sessions and fees are given to parents/carers at the beginning of each term to ensure parents are aware of the sessions their children will be attending and the fees which are due.

Fees must be paid in full by cheque, cash, bank transfer or company voucher scheme within 14 days of the invoice date. Late fees will incur a £5.00 charge per week. If you would prefer to pay monthly by standing order please talk to Mandy or Helen to organise this.

Woodpeckers will not take responsibility for lost of fees through transactions when fees are paid via company voucher schemes or bank transfers; parents remain liable for the payment of fees until payment reaches our bank account.

Fees cannot be carried forward to the next term. If fees are not settled before the end of each term, your child will not be able to return to Woodpeckers until they are up-to-date or a payment plan has been agreed. If your child is KCC funded (either Free for 2 or Free Entitlement Funding), you may be asked to reduce sessions to funded hours only until the fees are paid to ensure no further debt occurs.

Please note refunds will not be given if the setting has to close due to bad weather and/or unpredictable circumstances. In the event of a planned closure (such as ‘Stay and Play Lunches and End of Term Parties), children will be offered an alternative session to ensure they receive their full 570 free hours per year.

IF YOU ARE EXPERIENCING DIFFICULTIES IN PAYING, PLEASE TALK TO US. WE WILL DO EVERYTHING WE CAN TO HELP!

If fees continue to be unpaid, the parent/carer will be contacted in person by telephone or letter and asked to remedy the situation.

Fees are still payable if a child is absent due to illness or holiday.

**NON-ATTENDANCE OF A CHILD**

If you are going on holiday, or your child is unwell, please telephone us to let us know. You can either email Mandy directly at [Woodpeckersoffice@gmail.com](mailto:Woodpeckersoffice@gmail.com) or telephone us on 01580 720195. If we have not heard from parents/carers by midday, we will aim to telephone parents/carers to establish the child’s reason for absence.

If no contact is established between Woodpeckers and the parent/carers after two weeks, we may have to contact the Local Safeguarding Team for advice. After six weeks, if families are unable to provide a valid reason for non-attendance and we have no safeguarding concerns about the child, their child’s place will be allocated to someone else. Parents/Carers will be invoiced in accordance to our Fees Policy.

**WITHDRAWING A CHILD FROM WOODPECKERS**

If your child is leaving Woodpeckers, you are required to give six weeks’ notice in advance.

If you do not give notice, you will be charged for six weeks fees. If your child is funded through the Free for 2 Funding or receives Early Years Education Funding for 3 and 4 Year Olds, YOU PERSONALLY will be liable for the total six weeks fees. Woodpeckers can only

claim funding for children who are attending the pre-school. KCC will not pay for children’s notice period.

Parents are asked to sign the following agreement to confirm they have read and understood the Fees and Conditions Policy.

This policy was reviewed and adopted on 09th September 2019

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Signed...........................................

Hazel Leah – Chair Person

**Trustee of Woodpeckers Preschool CIO**

**Next review date: Sept 2021**

**FEES AND CONDITIONS POLICY**

I have read and understood the Woodpeckers Fees and Conditions Policy.

Name of Child: ………………………………………………………………….

Signed: ……………………………………………………………………………….

Parent/Carer’s Name: ……………………………………………………………………….

Date: …………………………………………………………………………………..

Thank you – if you have questions, please do not hesitate to ask.