



Edlesborough Under 5's

Funding and Fees Policy

We believe 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.

Our aim is 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.

In order to accomplish this, we:

Early Education Funding

- will make Flexible Free Entitlement funded places available under the terms of the Local Authority/Provider Agreement made between the preschool and Bucks County Council
- will, upon entry to the preschool, ask parents to sign a contract which sets out the terms for payment of fees and for claiming funding
- will follow the rules and guidance of the Early Years Education Department at Bucks County Council relating to funding
- will claim Flexible Free Funding on behalf of parents of eligible children attending the pre-school
- will claim funding in hours, ½ and ¼ hours as required
- will contact parents in the term before their child becomes eligible to arrange for parents to complete the mandatory forms and obtain proof of date of birth. Without these forms and proof Edlesborough Under 5's will be unable to claim the funding
- will contact parents when their child's sessions have changed to arrange for parents to complete a funding adjustment form
- will advise parents that they are obliged to inform us and complete an adjustment form when they change their child's funded sessions at another provider
- will charge fees for sessions where mandatory forms or proof of date of birth are not provided by the parents in time for the funding to be claimed.
- will charge fees where the child attends more than the maximum number of hours per week allowed funding at ours and another provider(s) (currently 15 hours per week) and where the parent has elected to pay Edlesborough Under 5's rather than the other provider

for these extra hours

- will charge fees at the same rate as the funded rate
- will endeavour to contact parents before withdrawing places due to non receipt of completed mandatory forms or submission of proof of date of birth
- will expect parents to advise us promptly if they intend to withdraw their child from pre-school as this may impact the funding we receive and allows us the opportunity to offer the place(s) to another child

Fees

- will charge fees where a child is not eligible for Flexible Free Funding according to the eligible birth dates applicable to each term advised by Bucks County Council.
- will charge fees where a child attends more than the allowed funding hours per week if the parent has opted that the unfunded session(s) are at Edlesborough Under 5's. This includes all childcare providers a child attends in any one week.
- will align fee charges to the Flexible Free Funding session rates. This ensures that funded places are not subsidising non funded places.
- will notify fee paying parents as soon as practical after we are notified of Flexible Free Funding increases, with increases to take effect from the start of the following term.
- will not usually backdate fee increases when the government backdates Early Education Funding increases.
- will invoice and collect fees half termly in advance to guarantee the child's place.
- will invoice parents giving at least 3 weeks notice before payment is due.
- will negotiate a payment schedule where parents find the fees financially difficult.
- will endeavour to contact parents where fees are overdue and no alternative payment schedule has been arranged. Places are not guaranteed if either payment has not been received or alternative arrangements agreed.
- will endeavour to contact parents before withdrawing places due to non payment of fees.
- will charge fees to staff and committee members who have children attending Edlesborough Under 5's, who are not eligible for Flexible Free Funding, at the same rate as other parents.
- will not usually charge for sessions where a member of staff or parent provides emergency staff or parent help cover and brings their child with them to a session they would not normally attend.
- will take each case on its own merit where staff or parents provide medium and long term cover for another member of staff requiring a child attending sessions that they would not normally attend. Usually either funding will be claimed, if eligible, or fees charged.
- will expect parents to advise us promptly if they intend to withdraw their child from pre-school as this allows us the opportunity to offer the

place(s) to another child.

This policy was adopted at a committee meeting of Edlesborough Under 5s held on 18 January 2011.

Date to be reviewed: January 2012

Signed by Chair of Committee Rebecca Newbert