



## **Free Entitlement, Fees and Non Payment of Fees Policy**

At Kingfisher Preschool our aim is to ensure that our setting has financial stability by providing a fair and consistent process for all that guarantees a reasonable pricing structure for our parents and carers, and financial viability for the preschool.

### **Free Entitlement**

There are a number of different routes in which parents can obtain free entitlement for their child meaning they access a set number of sessions funded by the Government through West Sussex County Council. For the most up to set information on which of these routes are applicable to you visit [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

### **2 Year Old Funding**

If eligible, you're entitled to 570 hours of free childcare a year. At Kingfisher Preschool this can be taken as 15 hours of free childcare spread over 5 sessions per week for 38 weeks a year (term time only).

You will be eligible if you are getting a form of support, including:

- Income Support
- Income-based Jobseeker's Allowance (JSA)
- Tax credits and have an annual income under £16,190 before tax

You'll also be eligible if any of the following apply to your child:

- they're looked after by a local council
- they have a current statement of special education needs (SEN) or an education, health and care (EHC) plan
- they get Disability Living Allowance

- they've left care under a special guardianship order, child arrangements order or adoption order

You are entitled to start using this funding the term after your child turns 2 years old. On the time of application an acceptance code from West Sussex County Council will need to be shown to demonstrate that you are eligible for this funding.

Go to [www.westsussex.gov.uk/education-children-and-families/childcare-and-early-education/](http://www.westsussex.gov.uk/education-children-and-families/childcare-and-early-education/) to apply for the funding, or to a local Children and Family Centre who can support you in an application.

### Universal 3 and 4 Year Old Funding

All children aged 3 and 4 years are entitled for 570 hours of free childcare. They can access this at Kingfisher Preschool through 15 hours of childcare per week spread over 5 sessions for 38 weeks of the year (term time only). Children can access this funding the term after they turn 3 years old.

### 30 Hour Funding For Working Parents of 3 and 4 Year Olds

Eligible 3 and 4 year olds are able to obtain an additional 15 hours of free entitlement to the universal 15 hours of funding for 3 and 4 year olds. This means in total these children are able to access 30 hours of funded childcare which is equivalent to 1140 hours in total. At Kingfisher Preschool this can be spread over 10 sessions per week for 38 weeks of the year (term time only).

You are eligible for receiving this funding if:

- You, and any partner, must each expect to earn (on average) at least £120 a week (equal to 16 hours at the National Minimum or Living Wage).
- You (if you are a single parent family) must expect to earn (on average) at least £120 a week (equal to 16 hours per week at the National Minimum or Living Wage).
- If you, or your partner, are on maternity, paternity or adoption leave.
- If you, or your partner are unable to work because you are disabled or have caring responsibilities, you could still be eligible.

You can't get 30 hours free childcare if you, or your partner, expect to earn £100,000 or more.

Go to [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) to apply for this funding or to your local Children and Family Centre for support.

You must show Kingfisher Preschool an acceptance code at the time of application to secure your child's place to receive the 30 hour childcare.

## **Fees**

Parents and carers are able to pay outside of this free entitlement, to either increase the number of sessions their child attends preschool or from 2 year olds if they do not receive funding.

Our fees are reviewed yearly in April to be implemented by September, the beginning of the academic year. Kingfisher Preschool will take into account various factors as to whether an increase of fees is required. These include but are not limited to:

- Wages increases
- Funding rate
- Other settings pricing structures
- Increase in rent
- Other utility increases

For parents who do not receive any free entitlement, or who are paying top up fees we charge per 3 hour session. Parents will also be charged for any additional 'wrap around care' sessions that their child uses. Parents will be invoiced half termly and expected to pay by the date stated on the invoice. They will be issued by the second week of each half term. However payment plans can be discussed and possibly drawn up in confidence with the manager in extreme circumstances.

It should be noted, that fees are payable when a child is absent either through illness or holiday. This rule is applied because that place has been reserved for that child and cannot be taken by another child. Payment is also due in Bank Holiday and Inset Training days. This is to keep in line with employment legislation.

Payment can be given in a variety of ways including:

- Cash
- Cheque

- BACS (online banking straight to our bank account)
- Childcare Vouchers
- Tax Free Childcare

There is an allocation of 14 days from the date of invoice issue to being in receipt of payment. If fees are not paid within this period a **red invoice** will be issued and payment **must** be received within 7 days of this notice.

If payment is still not received after the 7 day notice then a final warning letter will be issued with a £10 administration fee will be added to the bill. If payment has still not been received 7 days after the final warning letter then your child will be unable to use our services and they will lose their allocated place. For every week after this 7 day notice period a £5 administration fee will be added to the bill.

At this stage Kingfisher Preschool will immediately begin legal proceedings to claim fees owed them and any other charges incurred.

**Date:** 10<sup>th</sup> July 2017

**Signed:**

**Kingfisher Preschool Manager**

**Review Date:** July 2018

**Staff Signatures:**

**I confirm that I have fully read and understand this policy. I will adhere to and follow the directives laid out in this policy.**

PRINTED NAME	POSITION	SIGNATURE	DATE
