



STANDARD 11-Finances

EYFS key themes and commitments

1.2 Inclusive practice	2.1 Respecting each other	3.3 The learning environment 3.4 The wider environment	
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Standard 11.1-Financial policy

Statement of Intent –

We believe that we offer a level of service for which it is reasonable to recover our costs. We are a non-profit charity and as such only recover sufficient to cover the Preschool's overheads.

If there are any concerns about the following fees or payment of fees generally, parents are requested to talk to the Preschool Manager or Administrator whose details appear on the display board in the entrance hall of the setting.

Aim of this Policy – To operate a financial system which is both fair and reasonable and in line with market value, covering the costs of operating the Preschool.

Method –

Funded Children - From 2-3 Years

Funding for 2-year olds is offered in line with the Free for 2 (FF2) scheme as approved by West Sussex County Council.

Horsted Keynes Preschool will offer FF2 places based on available space and numbers of existing FF2 children already placed within the setting. There is no guarantee that on application for an FF2 place within Horsted Keynes Preschool that a place will be offered. Each case will be reviewed based on current numbers at that time.

Funding is offered for a maximum of 15 hours per week and is provided over the 38 weeks of the academic term in line with funding provision for 3-4 year olds. Families are able to split this funding with a maximum of two FF2 settings or registered providers. Once a place is taken up eligible children will remain entitled to their place until their funding provision at 3-year-old starts.

Children are eligible to apply for FF2 funding if:

They are looked after by the local authority, or

They come within the criteria used to determine eligibility for Free School Meals

Parents who think they may have an eligible child must approach the Preschool prior to wanting to start to enable a FF2 application to be submitted. The child will not be accepted at the Preschool for FF2 until confirmation has been received that eligibility has been confirmed by KCC.

Should a parent have received an eligibility confirmation email in conjunction with another setting or children's centre, this must be provided on application and a parental declaration form signed by the parent. Parents can still start their children under Horsted Keynes Preschools standard fee-paying terms should they wish if places are available.

Funding for Children - From 3-4 Years

All children in the next term following their third birthday are currently entitled to a maximum of 15 hours of Universal Free Entitlement funding care per week over 38 weeks a year, which can be split over a maximum of 2 settings. This funding is claimed from WSCC based on the hours which Horsted Keynes Preschool can offer. There is no guarantee that your child will be able to have the full 15 hours at Horsted Keynes Preschool as the hours which your child is offered is dependent on the level of children already attending at that time. Priority is given to the rising 4's children who would be attending mainstream school in the next academic year.

Universal Free Entitlement is claimed for a total of 38 weeks which covers the academic year and takes into account bank holidays and normal school holidays, and includes staff taking development days (Inset days).

Horsted Keynes Preschool will only accept Universal Free Entitlement for morning sessions, 9.15 – 12.15 Monday to Friday term time, and it cannot be rolled over to the following week, nor can it be used for afternoon sessions.

The Administrator will provide information leaflets regarding Free Entitlement, along with the necessary Parent Declaration forms shortly before the child becomes eligible.

Funding for your child is claimed at 3 points in the year, known as Headcount days, these fall in September, January and April, and the exact date for that academic year will be notified to you by the Administrator, after that date no changes can be made to claimed hours.

WSCC will not allow or facilitate any amendments, as such should a parent wish to amend their child's hour's midterm any additional costs for extra hours above the funding claimed will due at the Preschool fee-paying rates.

In the event a parent wishes to reduce their claimed funded hours, then transfer of funding to an alternative setting will only be considered if the correct notice period has been given and under exceptional circumstances. This will be reviewed by the Administrator on a case by case basis. Refunds of funding cannot be issued direct to parents.

If Free Entitlement is refused, over-claimed or is for any reason not paid by West Sussex County Council, the full session amount will be charged to the parent, and the outstanding amount paid before further sessions can be attended.

Extended Free Entitlement

Horsted Keynes Preschool is unable to offer the full additional 15 hours of Extended Free Entitlement (known as "30 hours") due to limitations of our shared premises. We are able to offer an additional 5 hours, spread over two afternoon sessions, 12.15 – 14.45pm on a Monday and a Thursday. Parents can use two settings to claim the additional hours. Parents can check their eligibility using the website www.childcarechoices.co.uk

Please contact the Administrator if you are eligible for Extended Free Entitlement and would like to use it at Horsted Keynes Preschool.

Early Years Pupil Premium(EYPP)

Horsted Keynes Preschool may receive the Early Years Pupil Premium (EYPP) for each child they have that meets the criteria set by the Government. We must show that we have used the money to help disadvantaged children. We can decide ourselves how to spend the money but will need to show Ofsted that what we have used it for makes a difference.

The aim of the Early Years Pupil Premium is to close the gap between children from disadvantaged backgrounds and their peers by providing funding to settings such as ours, providing the opportunity to raise the quality of provision we offer.

The Early Years Pupil Premium provides an extra 53 pence per hour on top of the Free Entitlement for three and four-year-old children whose parents are in receipt of certain benefits or who have been in care or adopted from care. This means an extra £302 a year for each child taking up the full 570 hours funded entitlement to Early Years education.

Eligibility

Children will be eligible to claim Early Years Pupil Premium if they meet at least one of the following criteria:

- Their family receives one of the following:
 - Income support
 - Income-based Jobseeker's Allowance
 - Income-based Employment and Support Allowance
 - Support under part VI of the Immigration and Asylum Act 1999
 - The guaranteed element of State Pension Credit
 - Child Tax Credit, provide they are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190
 - Working Tax Credit run-on, which is paid for 4 weeks after they stop qualifying for Working Tax Credit
 - Universal Credit
- They have been in local authority care for one day or more in England or Wales
- They have been adopted from care in England or Wales
- They have left care under a special guardianship order or residence order in England or Wales
- Are subject to a child arrangement order.

How will Horsted Keynes Preschool use the money?

It is important to be able to justify the choices we make as to how we spend the EYPP money. We use the extra funding in any way we see appropriate to improve the quality of the Early Year's education that we provide for your child. The focus needs to be on 'closing the gap' and for this cohort of children to be making more rapid progress if there is an identified risk of delay or delay in their development. This funding will enable us to refine and focus what we already do, as well as introduce further strategies.

The way we use the money could include:

- Additional training for our staff
- Investing in partnership-working with our colleagues in the area to further our expertise, or supporting our staff in working on specialised areas such as speech and language,
- Supporting parents by providing opportunities for working in partnership with you and supporting transitions.
- Developing the home learning environment- Training for parents based on the needs of the child and family in a manner that suits the family
- Widening life experiences- Trips to the farm, forest school etc.

Measuring the impact of the EYPP

We are continually reviewing the data we collect on children's attainment and refreshing our strategies to support children holistically to reach their full potential. The practical ideas that are implemented daily are only a few of the strategies used and their success can be monitored through the data. However, there are other ways that we measure and monitor the impact we have on families. These are:

- Parent questionnaires
- Annual surveys
- Informal conversations at the start and the end of a session
- Formal consultations
- Parent comment book
- Good multi professional relations with outside agencies working alongside us to support families
- Tracking every child's progress, so as to implement early intervention strategies and support if required.

How does a parent claim?

When parents complete the Free Entitlement Parent Declaration Form, they are asked to provide their full name, date of birth and National Insurance (NI) or National Asylum Support Service (NASS) Number. Should a parent indicate to the setting that they think their child is eligible to receive the Early Years Pupil Premium, the setting will apply for this when it submits its Free Entitlement claim to WSCC. The details given by the parent will be used only for the purposes of checking eligibility and neither the setting nor West Sussex County Council will be able to obtain personal information relating to the parent's income.

Fee Paying Children

<i>Fees correct as of September 2017 for all children</i>			
	2 years– 3 years	3 years– 5 years	
Non- refundable Registration Fee	£ 20.00		
Morning session 09:15 - 12:15	£ 18.00	£ 15.00	Unless using Universal Free Entitlement
Afternoon Session 12:15 - 14:45	£ 15.00	£ 12.50	If not covered by Extended Free Entitlement
Hourly rate	£ 6.00	£ 5.00	For any additional hours not covered as above.

The payable rate for children from the age of two will be applied until the term following their third birthday, and makes provision for the 1 adult:4 children ratio, as stipulated by the EYFS.

The rate for children from the term following their third birthday will be applied to any morning hours not covered by Universal Free Entitlement, and afternoon session hours (unless covered by Extended Free Entitlement).

Parents will be billed 2 weeks before the start of term, and payment needs to be made by the first day of the term, unless otherwise arranged with the administrator.

If payment is not received Horsted Keynes Preschool will automatically apply a late payment penalty of £10 to the following term's bill. Adjustments will be made on the following term's bill.

New starters will be billed after their first week, once settling-in has been agreed, and payment needs to be made within two weeks

Children will be billed for their agreed hours irrespective of attendance and refunds will not be available for short-term sickness or holidays. In exceptional circumstances, the Manager in conjunction with the Committee reserves the right to review this on a case by case basis.

Horsted Keynes Preschool reserves the right to review the fees annually, with any increase being applied in the September term. Notice will be issued to parents prior to this and will be advertised on the website.

Terms and Conditions for Payment of Fees

Fees will be invoiced half-termly in advance. Payment is due within 7 days from receipt of invoice, or the invoice date if later, unless an alternative arrangement is agreed with the Administrator. If you are experiencing difficulty with payments, please speak to the Manager or Administrator.

Payment can preferably be made directly in to our bank account. The details of which are:

Santander Account 91110403, sort code 09-01-53

Parents are requested to use their child's name as reference for any payments made in this way.

They can also be paid in cash or by cheque. We do not accept any credit or debit card payments. Cheques should be made payable to Horsted Keynes Preschool.

Fees are payable if your child is on holiday, sick or absent.

Preschool can accept a variety of Childcare Voucher schemes. Please speak with the Administrator should you be interested in this form of payment, who will provide you with the details necessary to claim these.

New Starters

To apply for a place at Preschool, parents need to complete and sign an Application form and return it to our administrator. Notification will be issued to parents if their application for their child to attend the Preschool is successful and then they must complete a Registration form, agree to and sign our Terms and conditions and pay the £20.00 registration fee. Each child will have two free “taster” sessions, where the parent stays with their child prior to their child starting at Preschool as outlined in our ‘[Settling Policy](#)’. New starters will be issued with a bill after their first week of attendance and will be given 2 weeks after their bill to pay, unless arranged otherwise with the Administrator, i.e. for voucher payments.

Additional Events –Christmas Concert & Sports Day

These events are an opportunity for the children to enjoy participating in a performance and for parents to share in their success. Horsted Keynes Preschool will schedule these dates within the academic calendar, and out of fairness, will make every attempt to ensure the week day varies.

Children who normally attend on these days will still have funding claimed and will be expected to pay fees. Children who do not normally attend on these sessions will be invited at no extra cost for the period of the event.

Due to the Preschool’s policy of varying the week day that these events are held, it is our belief that this ensures fairness for all children over the entire period for which that child is with the Preschool.

Parties

It is our policy to host parties on a normal Preschool day for which fees will be charged and funding claimed for those children who normally attend on that day. Any other children who do not normally attend on that day, are welcome to attend but will need to pay if not funded. In the interests of fairness, the Preschool will vary the weekday on which parties are held.

The Preschool will cover the costs of any entertainment and presents which are applicable for parties held within normal session times. Parents are encouraged to help with these costs through the various fundraising events organised by the committee throughout the year.

Closures in Exceptional Circumstances

In exceptional circumstances, the Preschool may have to close. Where ever possible notice will be given to parents and information will be posted on our website (www.HorstedKeynesPreschool.org.uk) and our closed Facebook page. In the event of this occurring the Preschool will offer parents a refund for those closed days for any fees already charged, there is no refund for Free Entitlement hours and these hours cannot be taken at alternative times.

Late Collection of Children

Horsted Keynes Preschool reserves the right to make an additional charge for children who are not collected promptly and on time at the end of their Preschool session. The Preschool operates out of a shared premise and as such cannot impinge on the next user’s time. The staff also have their own children to collect and their own responsibilities to manage outside their normal working hours.

Charges of £5 for every 10 minutes overdue, after a five-minute grace period, will be applied for repeated failure to collect on time. Parents or carers collecting a child late will be asked to sign a “Late Collection” book.

Late Collection fees will be applied to the following terms invoice, clearly marked as such.’

Failed Payment Costs

Horsted Keynes Preschool reserves the right to recover costs associated with failed payments provided by parents, including any banking charges incurred.

If parents have any difficulty at all paying fees, it is essential that parents tell us straight away. We are always happy to discuss the possibility of alternative arrangements with parents in genuine financial difficulties.

- a. 7 days after the start of term, parents will receive an informal email reminder that fees are outstanding.
- b. If, after a further 7 days, parents have still not paid their fees, they will receive a formal written reminder and an additional charge of 10% of the outstanding amount will be added to the bill.
- c. Should fees continue to be unpaid after 21 days from the start of term, we, regrettably, reserve the rights to ultimately refuse admission of the child if fees remain unpaid.

If the parent has contacted us already to make alternative arrangements, allowances can be made.

d. If fees are paid following a formal written reminder, the Preschool reserves the right to request a deposit of £100 to be held as security against future late or non-payment. Any deposit remaining will be refunded on the child leaving the Preschool, any sums due to the Preschool (e.g. outstanding fees) having first been deducted. The Preschool will be entitled to any interest earned on the deposit.

Notice Period

Should a parent wish to remove their child from the Setting, a notice period of no less than six weeks' notice must be given.

In the event that insufficient notice is given, fee paying children will still be liable for their bill until the end of the notice period.

For funded children, transfers of funding to an alternative Setting will only be considered if the correct notice period has been given. Consideration will be given on a case by case basis by the Administrator.

Changing hours policy


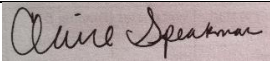

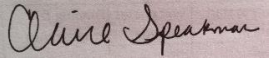
Each term your child attends Preschool you will be offered a choice of hours. Once you have chosen them these will be your agreed hours. As confirmation of agreed hours parents/carers will be required to sign our terms and conditions. Changes to these hours can be made at the end of a term for the following term.

Changes made during term:

Once the parent contract is signed, any additional hours may have to be paid at the hourly rate. Additionally, any changes to agreed hours during term will incur a £20.00 administration charge to cover the administration involved in checking availability of places, amending registers, checking keyworkers sessions, checking child/staff ratios and making adjustments to staffing, changing invoices, and liaising with the Local Authority.

Extra sessions:

If you need to book occasional extra sessions for additional childcare needs such as appointments or emergencies, this may be possible according to our availability and at the discretion of the Manager. Some sessions may have spaces in them, so please speak to the administrator as soon as possible. Extra sessions will be charged at our normal hourly rates (please refer to our fees policy).

This policy was adopted by	Horsted Keynes Preschool
On	1 st July 2017
Reviewed 1 st Jul 2018	 
Reviewed 1 st Jul 2019	
Reviewed 1 st Jul 2020	
Signed on behalf of the provider	
Name of signatory & Role of signatory	Clare Humphreys Manager
Countersigned by Chair of committee	
Name of Counter signatory	Claire Speakman