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**Fees and Funding Policy**

**Policy statement**

At Leafield Pre-school we strive to ensure the fees and funding are as transparent and affordable as possible.

###### *Government Funded Places*

* The Government Funded Universal Entitlement is designed to give every 3 and 4 year old, irrespective of background access to up to 15hours Early Education.
* The Government Funded Extended Entitlement for working parents, is designed to offer up to 30 hours to eligible 9months -4 yr olds to access Early Education from Sep ‘25. Leafield Preschool only accepts children from 2 years.
* The Government Funded Childcare for Families receiving additional forms of support for 2 year olds is designed to offer all eligible, approved 2 year olds access to up to 15 hours early education.
* It is the parent’s responsibility to reconfirm eligibility as required. Failure to reconfirm eligibility may lead to the extended funding not being able to be claimed and sessions above the universal entitlement will be charged at the sessional rate.
* All Government funding starts from the term after the child’s birthday- September, January or April.
* A parent Declaration form will be issued and must be signed at the beginning of their child’s first funding block in order for your child/ren to access any aspect of the Government funding. Additional signatures are required if there are any changes in circumstances including hours or days attending. If the form is not returned funding cannot be accessed and you will be charged at the sessional rate.
* Leafield Pre-school has a legal responsibility to ensure that all funding documentation is completed accurately and timely. Parent Declaration forms are held with our financial records for a period of 7 years and can be audited by the Local Authority.

Funding terms run in 3 blocks; Autumn term (Sept-Dec), Spring term (Jan-Mar) and Summer (Apr-Jul).

For more information about Government funding in Early years please see :

[www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

***Fees***

* *Fees are charged in the first week of each half-term for the period of the half term.*
* *Payment is required 2 weeks following the date of the invoice*
* *BACS payment details are given at the base of each invoice or alternatively cash can be made in person at the setting.*
* *If there are any issues with payment it is the responsibility of the parent/carer to discuss with the manager so an agreement can be made.*
* *If fees are not paid by the due date a reminder will be issued with a payment date within 14 days or the outstanding balance will be passed to the trustees. If an agreement has been made but is broken the outstanding balance will be passed onto the trustees.*
* *Leafield Pre-school reserves the right to issue an outstanding balance charge of £25.00 and a formal warning will be issued to the parent/carer that their child’s place will be suspended until the outstanding balance is paid or a payment plan is agreed and met.*
* *Parents/carers are encouraged to speak to the manager or treasurer if they have any queries about their fees, or if any reason, they are likely to have difficulty making the payment on time.*

***Debt recovery***

*Where fees are overdue Leafield Pre-school reserves the right to pass this debt over to a debt recovery company or pursue the debt through the county court with costs of the recovery being passed on the parent/carer along with any outstanding fees.*

**Holidays/Absences**

To retain your child/ren’s space fees remain payable if a child is absent due to a holiday or through illness. If parents are planning a term time holiday or a prolonged holiday and they wish for their child’s place to be held for them, then they will continue to be charged full fees.

In extreme circumstances fees may be waivered at the management discretions e.g. family illness or bereavement. This will be for a set period only and the time frame will be made clear at the onset of the agreement.

Parents/Careers may choose to end their child’s place, and therefore not pay fees, whilst they are absent from the setting. However, it is possible that a place will not be available for the child upon their return, and they will be offered and allocated a place in line with our admissions policy.

**Exceptional circumstances closure**

In exceptional circumstances such as adverse weather or lack of heating/electricity Leafield Pre-school may need to close at short notice. As these elements are outside our control fees remain payable and we will work quickly to reopen Pre-school in the shortest time possible.

**Fee Reviews**

Fees are reviewed yearly by the committee to ensure they are competitive and to maintain Leafield Pre-schools financial sustainability and where possible 1 terms notice is given to parents/carers to any change in the sessional fee rate.