

LITTLE LAMBS KINDERGARTEN FUNDING,

FEES AND CHARGING POLICY

On enrolment at Little Lambs kindergarten, families agree to this policy, this ensures the continuity and sustainability of our setting. Fees and charges levied for sessions and care reflect the safe and stimulating environment the setting provides. This covers our expenses of operating the correct safe ratio's, our building costs and expenses, equipment, resources and much more. We therefore depend greatly on fee's being paid on time.

EARLY YEARS FREE ENTITLEMENT (EYFE) FUNDED SESSIONS PROVIDED FOR 2, 3 & 4 YEAR OLDS

Government funding (EYFE) enables us to provide the universal 570 hours per year for every 3 and 4 year old, eligible 2 year old. Some families of 3 and 4 year olds may also be eligible for the extended 570 hours per year (Known as the 30hours funding).

This can be used Term time (38weeks) only or can be stretched across 47.5 weeks of the year. For the extended hours we offer a total of 24 hours per week. This allows us to offer this scheme to more families and stretched over the year using their full entitlement of 570 hours, alongside their universal funding (also 570 per year or 12hours per week x 47.5 weeks).

You can book funded hours as single daily sessions of three hours (i.e 9am-12pm / 12pm-3pm /3pm-6pm) or back to back three hour sessions to make a 6hour day 9am – 3pm or 9 hour day 9am – 6pm.

If you would like to use your funded hours over 2 long days you may, but will need to pay for the hours remaining of the any part funded session (for example, 7.30am to 6pm requires the breakfast session to be paid for).

Some other examples:

- Using just the Universal hours- if you needed care 9am -5pm over 2days, term time, the funded would be split over 8hours on one day and 7 on the other leaving an hour to pay by yourselves. This is charged at the hourly rate of £7.00.

- Using just the Universal hours- if you require 9.00am to 3pm for 2 days, 47.5weeks of the year, the funding will be applied with no extra charge. Using your full entitlement 12hours per week x 47.5weeks of the year- a total of 570 hours.
- Using the '30hours funding' (Universal +extended- 24hours x 47.5 weeks per year)- If you required 3 full days 7.30am – 6pm, we would apply 8 hours per day funded, leaving the breakfast sessions (7.30am – 9am @ £7.00) and an hour each day 5.00- 6.00pm (@£7.00) left to pay. A total weekly cost of £42 / £14 per day.
- Using the '30hours funding' (Universal +extended- 24hours x 47.5 weeks per year)- If you require 4days of 9.00am to 3.00pm (6hours per day) your funding will be applied completely and there is no extra charges in this instance. This total a total of 24hours per week funding and is then offered over 47.5 weeks of the year, leaving only 2.5 weeks of our opening weeks unfunded. This can be booked as your family holiday time where your child does not attend and there is no charge OR you can choose to pay for these sessions. All we ask is that this is during school holiday and that you inform us in plenty of time (at least a month) when you want to apply your unfunded weeks.

The breakfast session is the only session we **do not** apply funding to and so is charged at a price of £7.00.

The teatime and breakfast sessions are the only sessions we can charge by the hour, the other sessions have to be booked and charged by the 3 hour session. If your funding only pays for part of that session, you are obliged to cover the cost of the rest of the session yourself. The funding sessions do not include food. You can choose to bring a lunch or teatime meal from home for your child or alternatively you may book for child to have a meal prepared for them at Little Lambs (from £2/ £2.20 per meal). We also ask that families donate some fruit or veg towards the snack prepared for them at Little Lambs.

To claim the EYFE funding for your child, you must:

- Complete a Little Lambs enrolment form, highlighting your preferred funded sessions.
- Provide proof of the child's identity, for example birth certificate / passport. We are required to make a copy of this at time of registration to hold on your child's file.

- Sign a declaration stating the number of hours for which you are claiming funding. (To help, we can fill in as much of the information as possible for you to then check, complete and sign before it is submitted to the local authority by us).
- Once your child has started their funded sessions at Little Lambs you must ensure your child attends for a minimum of 80%. Your child's funding is only provided on the condition that their attendance meets the minimum of 80% attendance criteria, and ONLY in exceptional circumstances is this waived. This is a condition set by the Local authority and the government and is out of the control of Little Lambs kindergarten. If your funding is withdrawn, you are then liable for the fee's and notice period, should you leave.

You can claim EYFE funding the term after your child turns two (for the two year funding) and three years old (for the three & four year funding), and hours claimed can be amended every term.

It is not compulsory for you to book all of EYFE funded entitlement for your child. You can apply for more hours each term until your child is receiving their full entitlement, provided these sessions are available. You can also split your funding across providers if your child attends another setting (including Childminders and any Ofsted registered setting).

Fees would be charged for any extra hours attended that are not funded. This includes if your child attends sessions that are not covered by funding for example, breakfast club or hours exceeding the EYFE entitlement.

EXTENDED FUNDED HOURS FOR ELIGIBLE FAMILIES OF 3 AND 4 YEAR OLDS

For those families that are eligible for the extended funding (known as the '30hours funding'), as stated above we offer these hours stretched over the year so that families can use up to 24 hours per week across 47.5 weeks of the year. This leaves 2.5 weeks of our opening hours (we are open for 50 weeks per year) that are not covered by funding but we request that families specify these two weeks and use it for holidays or non-funded booking.

Families must inform Little Lambs of their chosen non-funded / holiday weeks at least 1 month in advance.

If you only want to use your entitlement term time only you can do so, but still only up to 24 hours per week. The remaining hours can be used at another setting, to make up the 30hours per week for 38 weeks of the year. Please inform us of the other setting so that we can liaise regarding your child's progress and development records and funding claims.

We have chosen to offer the funding in this way so that we can continue to be flexible for families, and using the feedback and research we have gained from families.

PAYMENT PLANS AND DIFFICULTY IN PAYING FOR FEE'S

We understand that there are sometimes circumstances that can cause periods of financial difficulties, if you should find yourself in this situation, please speak to us as soon as possible and we can look at ways to support through this time. Families that fall into arrears with the fee's run the risk of having their child's place frozen and not being allowed to attend until your account is up to date. We can offer payment plans to help make fee's more comfortable and easier for families to manage by arrangement with our finance and admin team, please message or email EVA to set this up..

If you would like to make suggestions on how we can further improve our service, please do not hesitate to contact us via email on: Littlelmabs2011@yahoo.co.uk

Please refer to the fee structure overleaf for current fees per session / additional charges over the free entitlement.

Breakfast (7.30(K) / 8.00(H) – 9.00): £7.00 per child ALL AGES *
(K-Knoll setting, H-Hangleton setting)

<p><u>Under 5year old's</u></p> <p>3hourly Sessional booking (9- 12pm,12-3pm, 3-6pm)- £21*</p> <p>Full Day booking (7.30-6pm- Knoll)- £65*</p>	<p><u>Over 5 year old's (or 4years & attending school full time)</u></p> <p>After school- £15</p> <p><u>Holiday Club (Over 5's)</u></p> <p>3hourly Sessional booking (9-12pm,12-3pm,3-6pm) - £15</p> <p>Full day booking (7.30-6pm) - £50*</p>
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Hourly bookings: £7.00

***Include breakfast and snacks and when applicable School pick-up and drop off.**

Hourly £7.00

Under 5's Full day £65

Over 5's Full day £50

Over5's After-school or 3hourly booking £15

If payment is not received by the deadline (specified on invoice- usually 1st of the month) then a late payment charges will be applied at 8% for the total invoiced amount. If you have any problems making payment- please contact us immediately.

The **current fees structure** is available on our website at:

www.Littlelambskindergarten.yolasite.com

If you decide to cancel your child's place at Little Lambs, we require **1 Calendar months notice given in writing**. If your child does not attend for the notice period we are unable to claim the funding for these hours and therefore you are liable for any fees that remain unpaid. The best way to avoid this is to give us notice as soon as you can and discuss with a Manager a leave date and financial plan.

ILLNESS OR HOLIDAY

Unfortunately due to our ongoing operating costs we are unable to **refund** for sessions missed due to illness or holiday.

Please tell a member of staff if your child will be missing a session due to illness or holiday.

Where possible, we may be able to offer a swap for a missed session, but this will be completely dependant on availability for that particular day.

PAYMENT OF CHARGES

Charges are reviewed biannually in April and October.

Fees are **due in advance, monthly** and as such are non-refundable due to overheads. On the same basis there will be no refund for sessions missed due to illness, holidays or for trips out. Fee's that are not paid by their due date incur a late payment fee (see below).

If there is an issue with the payment of fees please contact the finance and admin team in the office as soon as possible by email (see contact details below) or via 'Family' **BEFORE** your invoice due date and we will do our very best to help and support you.

Late payment of fees results in **your child not being able to attend and your child's place being frozen** at Little Lambs kindergarten until the amount due is paid. We will also **apply a late payment fee** for payments that are not received by the due date as specified on your invoice. The late payment fee is charged at a rate of 8% of your outstanding invoice.

Fees can be paid in cash, by standing order/bank transfer, Tax free childcare, through 'Family' or via an employer's childcare voucher scheme.

Some families will be eligible to help with fees, please go to www.childcarechoices.gov.uk to see what support may be available to you.

SPECIAL DAYS OUT

The kindergarten may arrange special 'fun' days out and may need to charge a fee to cover the cost. These trips will always be planned well in advance giving you adequate notice and will be optional. These 'special days out' do not include our standard regular outings out of the setting, but to places where there would be admission and travel costs etc.

Attendance of these trips is not compulsory.

PROCEDURE FOR FEE 'S UNPAID- DEBT COLLECTION

If invoices remain unpaid after a period of 60 days, and **no contact or communication** has been made (to organise a payment plan) by the family this activates our procedure for taking action to reclaim monies owed. In order to avoid legal action we use several steps to allow families the opportunity to make payment without incurring further (legal) costs.

These steps are:

- *Step 1:*

A reminder letter/email is sent by email or 'Family'

and by post to inform of the procedure for recovering money that is still owing. This details that the next step is a letter before action, the final stage before filing a court claim.

- *Step 2:*

A letter before action. This instructs the family that this is their final chance to resolve their outstanding debt before taking it to court or a debt collecting agency to reclaim the money still owed.

- *Step 3:*

Filing the claim form, taking the matter to court or handing over to a debt collecting agency.

LATE COLLECTION CHARGE

If you repeatedly arrive late to collect your child after their booked session has finished you will be charged a Late Collection penalty. You will receive a notice that explains that for any future late collections you will be charged a late collection penalty fee of £15.00 **for each** occasion.

This fee is applied at the authorisation of the managers and is used to cover the costs of a child remaining at the setting where extra sessions have not been booked and therefore adequate staffing has not been organised.

If this penalty is not paid within 30 days the procedures for late payment of fee's will be applied.

If you have any questions regarding this policy or Fee's charged at Little Lambs kindergarten please contact us by email: Littlelambs2011@yahoo.co.uk or by telephone 01273 933631 Monday– Friday 9.30-2.30pm OR message the office via Family

Date Implemented: November 2019	Revised: April 2023
Date to be reviewed : October 2023	
Signed on behalf of Little Lambs kindergarten ltd. Eva Placey	