

Felixstowe Nursery School

Safeguarding and Welfare Requirement: Information and Records

Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to help ensure the needs of the children are met.

Fees and Funded Entitlement Policy

Statement

Felixstowe Nursery School is open daily 08.45-15.45 daily during term time.

Our morning session is 09.15-12.15

Our afternoon session is 12.45-15.45

There is the option for an early start of 08.45 and a late finish of 12.45 for morning session. Children are entitled to funding through Early Years Universal Entitlement of up to 15 hours per week from the term after the child's third birthday and 30 hours to include 15 hours of extended hours funding for parents meeting eligibility criteria. Two-year old's that meet the required criteria can also claim for entitled funding of up to 15 hours per week the term after the child's second birthday. All other children are charged a fee for each session they attend.

Our current costs are

Non- funded children (2 and 3- year olds not yet in receipt of funding)	£4.20 per hour
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Procedures

- Fees are invoiced at the beginning of each term by the treasurer.
- Fees can be paid per term, per half term, monthly or weekly and we are flexible to accommodate and meet the needs and requirements of all parents.
- The treasurer requires that half of balance for the term is paid by end of each half term.
- Fees must still be paid if the child is absent for short periods of time due to illness or holidays as the setting still has requirement to meet its costs. If the child is going to be absent for a long period of time, please notify the manager so the treasurer can be notified.
- Parents are not charged for bank holidays when the setting is closed.
- Fees are reviewed yearly, and parents are notified in advance of any changes or increase.
- All parents will have the funding process explained to them and supported with the claim for their entitlements including the 30hours funding information.
- All prospective parents of two-year olds will have the funding criteria explained to ensure they can make informed decisions about what their entitlements are and if they are eligible to claim it.
- All parents of three and four-year olds will have the Early Years Pupil Premium explained to them in a written format and verbal explanation, so they can make informed decisions about their eligibility to claim. Staff will explain what they aim to use this payment for and how it will benefit their child/children.
- Fees for early starts/late finishes can be paid in advance or at the start of the session or termly.
- We charge a fee for children staying for lunch daily. There is no cost if child is in receipt of 30hours funding (extended hours) as time is included in their funding. This is explained to all parents prior to admission.
- If parents would like extra hours/sessions at any time, please book these in advance with the manager or deputy as soon as possible. Whilst we always try to accommodate you we must plan, to ensure we have the correct staff ratios each session.

Early Years Funding – Universal Funding

3 and 4-Year-Old Funding- Felixstowe Nursery School supports the entitlement of 15 hours early years provision for 3 and 4 - year olds

If your child's birthday is between	They are eligible for a free place
1 st January to 31 st March	Summer Term (the term after the Easter holidays)
1 st April to 31 st August	Autumn term (the term after the long summer holiday)
1 st September to 31 st December	Spring Term (the term after the Christmas holidays)

- The current entitlement of 15 hours a week and is for 38 weeks a year and the amount per term is dependent on the number of weeks in that term.
- A charge will be made for any additional childcare services over and above the funded entitlement
- Parents are not obliged to purchase additional hours to secure free provision.
- Parents will be asked to complete a PAF (parent authorisation form) or resign if details have not changed the following term, with support of the manager

30 Hours Funding- Extended Entitlement

The criteria for the additional 15 hours Funding for Working families:

Both parents are working (or the sole parent is working in a lone parent family) and each parent works more than 16 hours per week

or earns the equivalent of 16 hours per week at Living Wage and has a household income of less than £100,000 per year.

“Working” will include: employed and self-employed people, zero-hour contract hours who meet the criteria, where both parents are employed but one or both parents is temporarily away from the workplace on parental, maternity, paternity or adoption leave. Where one parent is employed, and the other parent has substantial caring responsibilities based on specific benefits received for caring or where one parent is employed, and one parent is disabled or incapacitated based on receipt of specific benefits.

Parents will not qualify if either parent has an income of more than £100,00 or if either parent is a non -EEA national and subject to immigration control (and has no recourse to public funds).

Parents can check eligibility at a range of government childcare offers, including 30 hours, via Childcare Choices at: <https://www.childcarechoices.gov.uk> or Childcare Calculator at <https://www.gov.uk/childcare-calculator>.

- Parents need to ensure they update their eligibility regularly every three months and need to reconfirm when prompted by HMRC. The manager will remind parents that are entering their grace period.
- Parents can take their extended hours as they wish during session time the setting is flexible on how it is taken. Lunch is included in the 30 hours at no additional cost.
- The manager will require parents to complete a checker form detailing child's name, date of birth, their national insurance code and 11 digit code so the setting can confirm eligibility of code.
- Parents will be asked to complete a PAF (parent authorisation form) or resign if details have not changed the following term, with support of the manager.
- Any hours extra to the 30 hours entitlement will be charged as per our costs.

2 Year- Old funding Felixstowe Nursery School supports the entitlement of 15 hours early years provision for 2 - year olds

If your child's birthday is between	They are eligible for a free place
1 st January to 31 st March	Summer Term (the term after the Easter holidays)
1 st April to 31 st August	Autumn term (the term after the long summer holiday)
1 st September to 31 st December	Spring Term (the term after the Christmas holidays)

- Two- year old funding is for children who meet the government criteria.
- The current entitlement of 15 hours a week and is for 38 weeks a year and the amount per term is dependent on the number of weeks in that term.
- A charge will be made for any additional childcare services over and above the funded entitlement
- Parents are not obliged to purchase additional hours to secure free provision.
- Parents can check eligibility at www.suffolk.gov.uk/two
- If the child is eligible, the parent will be given a unique reference number, which the setting will need to see, if eligible on economic criteria parents do not need to complete the online form.
- If a parent is eligible under the non-economic route they need to complete the 2-year old Funding Application Form. The manager will assist the parent with this form.

- Parents will be asked to complete a PAF (parent authorisation form) or resign if details have not changed the following term, with support of the manager

Non-Payment of Fees

- Non –payment of fees will be dealt with promptly.
- If payment is not received a letter of reminder of amount due will be sent out.
 - If no payments are received for a half term period, the manager will send out another reminder letter.
 - If this does not result in payment of fees the parents will be sent another reminder and invited into session for a discussion on how the matter can be resolved.
 - The discussion will cover how flexible payments can be made and the timescales for this.
 - If no payment is received for the term and no solution has been reached the chair person will be notified of non-payment and the non-funded hours allocated to that child and family will be withdrawn.
 - We respect confidentiality at all times and aim to work with the parents to reach a positive and realistic solution.

Legal framework

The Childcare Act 2006

Local Authority (Duty to secure Early Years Provision Free of Charge) Regulations 2012

This policy was adopted at a meeting of Felixstowe Nursery School.

Held on

Date to be reviewed.....

Signed by Chairperson.....

Signed by Manager.....

Based on Pre-school Learning Alliance policies & procedures