



St Johns Village Hall, Upper Street
Kingsdown, Kent CT14 8BJ
01304 379727
kingsdownpreschool@gmail.com

Early Years Fees & Funding Policy

At Kingsdown Preschool we strive to make the fees and funding as 'transparent' as possible, providing detailed invoices monthly. Each month an invoice will be generated for your child which you will receive via email (unless requested in a different format). Full payment details are contained within the invoice.

Government Funded Places - Free Early Education (FEE)

1. The Government Funded 15 hours is designed to offer every 3 and 4 year old, access to an Early years education. This starts at the beginning of the term following the child's third birthday.
2. The Government Funded 30 hours is designed to offer up to a further 15 hours to eligible 3 and 4 year olds, starting at the beginning of the term following the child's third birthday.
3. The Government Funded element for 2 year olds is designed to offer all eligible, approved 2 year old children up to 15 hours per week of Early Learning and Childcare Provision until they are eligible for 3 and 4 year old funding. This is known as Free for 2 (FF2)
4. The cut off dates for these terms are 31 August, 31 December and 31 March. Children born after this time will not be eligible until the following term. E.g. child is 3 years old on 2 September - earliest able to claim FEE is from the following January
5. A Parental Agreement MUST be completed and signed at the beginning of each funding term in order for your child to continue to access any part of their Free Entitlement. Evidence of birth dates MUST be seen by the setting before funding can be claimed
6. For 3 and 4 year old funding, once these hours have been agreed and submitted to KCC as part of the headcount week they are unable to be increased until the following term even if the full 15 or 30 hour entitlement has not been claimed. However if you are claiming the 30hrs this can be increased mid term as an adjustment providing it is for work purposes but the universal 15 hours is not flexible.
7. For FF2 these hours are able to be increased at any point during the term
8. Families will not be required to pay any fee for any part of their child's Government Funded Childcare. Any extra hours above their funded hours (at headcount week) will be charged at our hourly rate, shown below.
9. Government Funding covers your Childcare Hours only up to your entitlement and does not cover costs for consumables you will be invoiced separately for this voluntary contribution. The Government Funding that is then received by pre-school only pays part towards the cost of the child's place. Therefore we ask for a voluntary contribution towards consumables. This is invoiced separately as a voluntary contribution.

Chairperson: Amy Bridges
Secretary: Claire Ten Hove
Treasurer: Jude Read

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10. If your child attends additional hours to their Government Funded Hours, parents are liable for these costs and this is clearly shown on the monthly invoice.

Pattern of delivery

Every eligible 3 and 4 year old child is entitled to access a maximum of 570 hours (at 15 hours per week) or 1140 hours (30 hours per week) across any one year following the term after the child's 3rd Birthday, on the following basis:

- Funded hours can be taken within the hours of 9am - 3pm , 9am -12 noon, 9am-12.45pm or 12- 3pm
- Monday to Friday
- 38 weeks per year.
- These hours can be used at a single setting or a maximum of 2 settings.

NB: If you allow your child to start to access Early Learning & Childcare at Kingsdown Preschool but then withdraw them prior to signing the Parental Declaration you will become liable to pay for all services accessed up to the date of withdrawal.

Payments/fees

- Fees are charged on an hourly basis and charged monthly in advance with monthly invoices being generated on the 1st of each month for the following month and payment required by the end of month; please see your invoice for payment due date.
- Fees must be paid either by Bacs, cash, cheque, Childcare Voucher or Taxfree Childcare (TFC). It is the Parents responsibility to provide Kingsdown preschool the TFC Reference Number of each child in order to facilitate the allocation of payments.
- If the fees are not paid within 2 weeks of the due date we will send:

1st reminder email 2 weeks after due date

2nd reminder email 1 weeks after 1st email.

If the fees have not been paid by 4 weeks then a further email reminder will be sent to the parent/carer to inform them that a payment plan needs to be put in place. This email will stipulate

- unless payment is made in full or a payment plan agreed their child's hours outside their funded hours will be withdrawn from the beginning of the following month.

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- As soon as payment has been received in full or the payment plan is being followed the hours outside the funded hours will be reinstated providing there are enough places.

• Parents/carers are encouraged to speak to the administrator (Amy Bridges) if they have any query about their fees, or if for any reason, they are likely to have difficulty in making a payment on time. Parents/carers are strongly advised to arrange a meeting at the earliest possible opportunity, to avoid jeopardising their child's place at the preschool.

Cancellation of a Preschool place

We require a notice period of 6 weeks from all fee paying children if you wish to withdraw your child from Kingsdown Preschool.

If your child is funded you do not need to give notice for your child to leave Kingsdown Preschool. However, please be aware that you cannot transfer your funding money to another setting without discussing it with us and the new setting first. There is not a guaranteed transfer.

This notice needs to be in writing and receipt of this acknowledged by our administrator.

Debt Recovery

Where fees are overdue, and a payment plan has not been agreed, Kingsdown preschool Reserve the Right to contact Law call and pass this debt over to our Debt Recovery Company (BFL) or pursue it through the County Court with costs for the recovery being passed over to the Parent / Carer along with any outstanding balance fees.

Working Tax Credit (Childcare Element)

Where a family / Parent is in receipt of the above to help toward their childcare costs and 'fall' into arrears, Kingsdown preschool reserves the right to notify HMRC. This could result in the tax credits being suspended and HMRC requesting repayment.

Refunds

Where a Parent / Carer generates a credit balance with Kingsdown preschool this will be carried forward to the next calendar month and will stay 'on account' for the duration of the child's place at Kingsdown preschool. Credit balances will only be refunded where the Parent / Carer has cancelled their child's place with Kingsdown preschool on a permanent basis. Any fees paid to Kingsdown preschool through a Childcare Voucher Scheme will be refunded back to the Childcare Voucher Company and not to the Parent / Carer.

Methods of Payment

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- Bacs Transfer
- Childcare Vouchers
- Cash
- Cheque
- Standing Order

To discuss any of the above further please contact Amy Bridges (administrator) who will be happy to assist you.

This policy was adopted by Kingsdown Pre-school on 18th March 2022

Signed on behalf of the pre-school by A.Bridges
Chairperson of Kingsdown preschool

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Secretary: Claire Ten Hove
Treasurer: Jude Read
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