



(Registered charity number 10360990)

10.16 Funding and Fees Policy

Statement of Intent

Digswell Pre-School believes every child should be able to access a Pre-School Place regardless of economic background, and that the preschool is a valuable resource to the local community.

Aim

To provide a suitable method of financing the running of a quality early years setting, whilst acknowledging that the first years of a child's life are the most financially draining on a family.

Method

Under the constitution adopted by the Pre School Committee, the Committee has responsibility for setting the levels of charges for a session of attendance at the Preschool. This decision shall be made at the AGM, to take effect at the start of the forthcoming academic year. As far as possible the fees to be charged will be kept to a minimum, whilst remaining competitive within the local market and helping to maintain the Preschool as a viable concern.

Local authority funded places are available under the terms of the local Provider Agreement made between the preschool and Hertfordshire Local Education Authority, for eligible three and four year old children. The local authority begins to fund a part time place from the term after the child is three.

The DCFS states the term dates used to determine funding eligibility are:

- Autumn term 1st September to 31st December
- Spring term 1st January to 31st March
- Summer term 1st April to 31st August

The funding which is available is equivalent to 5 sessions per week, and a session must last for 3 hours. A maximum of two sessions (a morning and an afternoon) may be claimed for, in any one day. Sessions can only be claimed for when the Preschool is open, which will be for a minimum of 38 weeks in a (financial) year.

It is possible to split the five session entitlement between two or more

settings, providing no more than five sessions are claimed for in any one week. Fees are required to be paid at the beginning of each term. Where families have financial difficulties making fee payments, the Manager and Committee will work together with the parents/carers to determine a suitable payment plan. The details of these discussions and consequent arrangements will remain confidential at all times and individual to a families circumstances. Such arrangements will not be seen to be a general alteration of the terms of the contract and will remain in force for as long as the circumstances remain the same.

A full half terms written notice is required from the parent/carer to terminate a child's place. Failure to provide the required notice will result in the following half terms fees being payable to the Pre-School. This includes funded places.

This policy was adopted by

DIGSWELL PRE-SCHOOL

On

SEPTEMBER 2020

Date to be reviewed

SEPTEMBER 2021

Signed on behalf of the Pre-School committee

MARTA ERENBK WALCZAK

Name of signatory

Role of signatory (e.g. chair, director or owner)

CHAIRPERSON