

## **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 all children are met.

## **10.15 Fees and Funding**

### **Fees**

Fees are payable termly and are subject to annual review. To ensure we keep a place for your child, fees must still be paid if your child is absent without notice for a short period of time. If your child has to be absent over a long period of time, talk to the committee chairperson or Fiona Cotterell/Jo Harman. For your child to keep their place at the setting, payment of fees is required. We are also in receipt of Early Years Education funding for two, three and four-year olds; where funding is not received, then fees apply. In the event of closure of unforeseen circumstances (e.g. extreme weather conditions, pandemic), there will be no fees refunded.

Fees are payable for:

- Morning sessions (9am-12pm) and afternoon sessions (1230pm-3pm), and lunch club (12-1230pm) for children who are not eligible for 15 hours EYE funding at £6.50per hour.
- Additional sessions for children who are not eligible for extended 30 hours funding at £6.50 per hour.
- Early bird morning sessions from 830am at £5 paid as and when attended.
- Mid-morning snacks at 75p per day.
- We also ask for a resources and extra-curricular activities contribution of £10 per month. This is fundamental in ensuring we can maintain our wonderful setting. They contribute to being able to offer extra-curricular activities such as rugby training, healthy eating demos, and music and movement, as well as having special visitors joining us for the day, including farm yard animals and creepy crawlies!

### **Payment of fees**

Payment of fees may be made using one or a combination of the following methods:

#### *Bank Transfer*

Please use your child's name as the reference when making your bank transfer:

Santander Bank

Cuckoo Meadow Pre-School

Account Number - 92501289

Sort Code – 72-00-04

### *Childcare Vouchers*

Cuckoo Meadow Pre-School is registered with the following childcare companies. Please use your child's name as the Reference so that we can correctly allocate payments to your account.

#### Name and ID/Account Number for Voucher Company

Fideliti	Account No CUC003C
Edenred	Account No. P20095556
Care-4	Account No. 21725007
Sodexo	Account No. 818232

If your employer uses a different provider other than those listed above, we can get an account set up for you.

### *Government Tax-Free Childcare Scheme*

Cuckoo Meadow Pre-School is registered to receive payments through the Government-backed Tax-Free Childcare scheme. Eligible parents receive an extra 20% towards childcare costs. Click here to go to <https://www.gov.uk/tax-free-childcare>

### ***Terms and conditions for fees:***

Invoices are sent to parents at the beginning of every term. These must be paid in full by the Friday before half term starts (we can accept 3 post-dated cheques), or unless you have advised us that payment will be made by monthly bacs, childcare vouchers or the government tax-free childcare scheme.

The Session Rate is charged if a child is not eligible for EYE funding and for any sessions exceeding the child's funding entitlement.

We are unable to offer a reduction in fees due to illness or term time holidays or offer alternative days to compensate/make-up.

We are unable to offer refunds/make up sessions in the event of the nursery closing due to extenuating circumstances – including power failures, adverse weather conditions and epidemics.

If fees remain outstanding at the end of the term, we reserve the right to undertake any of the following actions as appropriate:

- A charge of £25 will be incurred should payment be outstanding.
- Exclude the child

- Begin legal proceedings.

## **Early-Years Education Funding – Eligible Two-Year Olds**

Free Early Years Education (EYE) funding is available for eligible 2-year olds, from the funding period after their second birthday.

Your 2-year-old is eligible for free early education and childcare if you live in England and get one of the following benefits:

- Income Support
- income-based Jobseeker's Allowance (JSA)
- income-related Employment and Support Allowance (ESA)
- Universal Credit - if you and your partner have a combined income from work of £15,400 or less a year, after tax
- tax credits and you have an income of £16,190 or less a year, before tax
- the guaranteed element of State Pension Credit
- support through part 6 of the Immigration and Asylum Act
- the Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)

A child can also receive free early education and childcare if any of the following apply:

- they're looked after by a local council
- they have a current statement of special education needs (SEN) or an education, health and care (EHC) plan
- they get Disability Living Allowance
- they've left care under a special guardianship order; child arrangements order or adoption order

Children who are confirmed as eligible will be offered up to 15 free early years education hours per week for 38 weeks, totalling 570 hours for your child's eligible funding year.

For more information and/or to check your eligibility, click on the link below:

<https://www.gov.uk/childcare-calculator?step-by-step-nav=f237ec8e-e82c-4ffa-8fba-2a88a739783b>

## **Early-Years Education Funding – 15 hours for eligible Three- and Four-Year Olds**

All three and four-year-old children are entitled to access up to 15 hours a week over 38 weeks of free Early Years Education funding. This is called the 'universal' entitlement.

The entitlement to universal Early Years Education (EYE) starts in the funding period which *follows your child's third birthday*. Children become entitled on 1 January, 1 April and 1 September. The entitlement continues until the child starts school.

For more information on the EYE funding, right click on the link to go to the Hampshire County Council website:  
<https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/childcare/payingforchildcare/freechildcare/evefunding>

All sessions are offered subject to availability.

### **Early-Years Education Funding – 30 hours for eligible Three- and Four-Year Olds**

Cuckoo Meadow Pre-School offers 30-hour scheme during an academic school year. Places are allocated strictly on a first come first served basis. Allocation must be applied for termly and subsequent applications will also be allocated on a strictly first come first served basis. We retain the right to review this termly without notice.

Eligible working parents of 3- and 4-year olds who are accessing their 15 hours universal entitlement can also apply for the 'extended' entitlement of a further 15 hours a week over 38 weeks ('30 hours childcare').

Use of the extended entitlement is flexible and children do not have to take up the full entitlement. For example, a child could do another 3-hour session, making 18 hours or add two more three-hour sessions, making 21 hours. Some children do 30 hours from the time they become eligible.

All sessions are offered subject to availability.

### **Options**

Go to <https://www.childcarechoices.gov.uk/> to find out about the entitlement to 30 hours free childcare. Follow the links to see if you are eligible. If you are eligible, you also have the option of making up the balance of the 30 hours free childcare with another registered provider, subject to availability of places.

### **Claiming for funding**

Funding for eligible two-year olds and all three- and four-year olds is claimed by Cuckoo Meadow Pre-School from Hampshire County Council on a termly basis.

Before the start of each term, you will receive a pre-populated EYE grant form that you need to check, sign and return to the pre-school.

## Fundraising

As a charity, we rely heavily on fundraising activities throughout the year and we hope our parents and wider pre-school community will participate and support our fundraising efforts. If you know of any companies who participate in matched funding opportunities, please let us know.

## **Fees and charges are current as of September 2023**

### Further guidance

- <https://www.childcarechoices.gov.uk/>
- <https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/childcare/payingforchildcare/freechildcare/eyefunding>
- <https://www.gov.uk/childcare-calculator?step-by-step-nav=f237ec8e-e82c-4ffa-8fba-2a88a739783b>
- <https://www.gov.uk/tax-free-childcare>

This policy was adopted at a meeting of	Cuckoo Meadow	<i>(name of provider)</i>
Held on	_____	<i>(date)</i>
Date to be reviewed	_____	<i>(date)</i>
Signed on behalf of the provider	_____	
Name of signatory	_____	
Role of signatory (e.g. chair, director or owner)	_____	