

Wendens Ambo Pre-School

10.0 Information & Records

10.15 Fees, Funding & Finance

As of September 2019 fees are £5.75/hour across all sessions.

Our sessions are as follows:

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning (9.15-12.15)	3 hrs	3 hrs	3 hrs	3.75 hrs	3 hrs
Lunch (12.15-1.00)	0.75 hrs	0.75 hrs	0.75 hrs		0.75 hrs
Afternoon (1.00-3.00)	2 hrs		2 hrs		

Please note:

1. there are no afternoon sessions on Tuesday, Thursday and Friday; and
2. Thursday sessions are only for children starting school the following school year and lunch sessions are compulsory.

Non Funded Children

Invoices are sent out around the beginning of each term and are payable within 28 days of the invoice date.

We calculate our invoices according to the number of hours in each session your child is registered to attend over the term, not by the number of actual hours they are at Pre-School. We understand that at times you may need to drop your child to Pre-School late or collect them early but your child will still be deemed to have attended a full session regardless.

All fees are subject to periodic review and are payable in the event of a child's absence, whatever the reason.

For late payment of fees please see our policy entitled *Late and Non-Payment of Fees*.

Funded Children – Early Years Funding for 3 and 4 year olds

All three and four-year-olds are entitled to 15 hours of free early education a week until they either go into reception class or reach compulsory school age (the term following their fifth birthday). This free entitlement is paid from the term after your child turns three. Please see the cut-off dates below:

Born on or between	Terms for eligible funding
1 January – 31 March	Summer term (April onwards)
1 April – 31 August	Autumn term (September onwards)
1 September – 31 December	Spring term (January onwards)

There is also a limited amount of funding available for two-year-olds, subject to an application and referral process.

Please follow the link below for further information on eligibility and how to apply. Alternatively, call the Family Information Service on 0800 055 6874.

<https://www.essex.gov.uk/Education-Schools/Early-Years-Childcare/Help%20paying%20for%20childcare/Pages/Two-year-old-Free-Early-Education-Entitlement.aspx>

Using Free Early Education Entitlement (“FEEE”) at Wendens Ambo Pre-School

The 15-hour entitlement is to be used:

- over a minimum of two days or a maximum of five days, at a minimum of 2.5 hours a day and a maximum of 7.5 hours a day
- over 38 weeks
- through a maximum of two childcare providers – you should arrange this with your chosen provider
- without being subject to conditional additional payments.

How to claim Free Early Education Entitlement

Your childcare provider will be able to apply for Free Early Education Entitlement funding on your behalf from Essex County Council. The funding is then paid directly to your provider on a termly basis.

Each term your provider will ask you to sign a parent/carer agreement form. The form is your commitment to the childcare provider for your child’s place for the coming term. The provider will then submit the form to Essex County Council to claim the Free Early Education Entitlement for the next term.

Extra sessions for funded children

If a child is registered to attend ALL of the claimed funded hours (i.e. 15 hours) and increases their hours during the term, then the extra sessions will be charged at the standard session rates.

At commencement of term an invoice will be issued. Any hours registered for attendance over and above the claimed funded hours will be charged at £5.50 per hour. This will be calculated by the total hours the child is registered to attend, less the claimed funded hours.

“30 hours” free childcare

Since September 2017 the Pre-School has been offering qualifying families the additional free hours of childcare (please note the Pre-School is only open 22.5 hours per week) above the universal 15 free hours already available. The 30 hours is available to all parents of 3 and 4 year olds. To find out if you qualify, please look at the following government website, www.childcarechoices.gov.uk to see if you are entitled to apply for this and how and when to apply. Please note that the Pre-School can only offer this free childcare on a discretionary basis and accordingly reserves the right to stop offering it should an increased uptake impact on the Pre-School's finances.

If you wish to take your child out of Wendens Ambo Pre-School you will be required to provide us with one half-term's notice and complete the *Notification of Leaving Form*. A copy of this form is available on our website or can be obtained from a staff member.

Fundraising

The funding and the fees cover the cost of hall hire, salaries, pensions, insurance and some equipment and materials. Anything else that is needed is paid for by fundraising which is why we will occasionally ask for your help and support in fundraising efforts during your child's time at the Pre-School.

Reserves

The Pre-School sets out its Reserves Policy based on the requirements of charity law, the Charities SORP and good practice. In particular:

- charity law requires any income received by a charity to be spent within a reasonable period of receipt - trustees should be able to justify the holding of income as reserves
- reserves are that part of a charity's unrestricted income funds that is freely available to spend
- where the trustees have a reserves policy, this policy must be set out in the trustees' annual report
- if the trustees have not set a reserves policy, this should be stated in the trustees' annual report
- a good reserves policy takes into account the charity's financial circumstances and other relevant factors
- it is good practice to monitor the level of reserves held throughout the year
- it is good practice to keep the reserves policy under review to ensure it meets a charity's changing needs and circumstances

As at the commencement of the Spring Term 2016 the trustees of the Pre-School have agreed that a Reserve figure of approximately £12,000 should be maintained in order to satisfy its regulatory requirements and to cover for any unforeseen expenditure required by the Pre-School as agreed by the trustees at the time.

The trustees will regularly review this policy and will monitor the level of reserves held throughout the year.

After a review by the Wendens Ambo Pre-School Management Committee and Staff this policy

was adopted on: _____ *June 2014* _____

Reviewed on: _____ *July 2019* _____

Signed on behalf of the Management

Committee: _____

Name of Signatory: _____

Role of Signatory: _____ *Chair* _____