



## Pennies Free Early Education Fee's Policy – Hockers Lane

At our nursery we believe in open communication with all parents/carers and staff and are therefore presenting this fee's policy in order to ensure that everyone fully understands our charging structure. Our fee structure is fully inclusive of all meals, drinks, snacks, activities, consumables and resources. We are open for 51 weeks a year, closing on Bank Holidays.

**Fees:** Fees are payable monthly in advance, in accordance with the rates in force at the time. Fees are reviewed annually, in April of each year, or in the event of any changes to the DFE Statutory Guidance. Any changes to current rates will be advised in writing, at least one term in advance.

Full Day (7.30am – 6.30pm)	£ 94.25
Morning session (7.30am – 1pm)	£ 52.00
Afternoon session (1pm – 6.30pm)	£ 50.00

**Illness/absence:** No refund will be given in the event of a child's absence due to illness, holiday or any other reason.

**Late payments:** Fees are to be paid by the 1<sup>st</sup> of each month. If you are experiencing financial hardship please speak, in confidence to the Manager. If without negotiation, fees are not settled we are left with no alternative but to withdraw your child's place and if necessary take legal action to recover the amount owed. Children in receipt of the Free Early Education will not be able to access additional fee paying hours until any outstanding fees are settled.

**Payment methods:** Invoices can be settled by Direct Debit, Voucher or the Government Tax Free Childcare.

**Free Early Education:** Please see page 2 for how your child can access their hours at this nursery and the associated costs for additional hours. You will be invoiced in the usual way and the invoice will state what the charges are for the additional hours. You will receive notification in advance of your child becoming eligible for the free entitlement.

### Free Early Education & Additional Fees:

A child is eligible for the Free Early Education (FEE) in line with the Department for Education table below:

A child born on or between	Will become eligible for a FEE place from
1 April and 31 August	Start of term 1, in September, following their 3 <sup>rd</sup> birthday
1 September and 31 December	Start of term 3, in January, following their 3 <sup>rd</sup> birthday
1 January and 31 March	Start of term 5, in April, following their 3 <sup>rd</sup> birthday *see Nb2



The Department of Education states that children must not attend a funded session for longer than 10 hours a day and access no more than two sites a day and no more than 4 providers in any one week. No session is to start before 6am or finish after 8pm. Government funding is intended to deliver up to 30 hours a week (term time) free childcare. It is not intended to cover any additional childcare hours, additional services or consumables offered by childcare settings or hours outside of term time. For further information regarding this you can email kentcfis@kent.gov.uk or call 03000 412323.

This nursery is open for 51 weeks a year<sup>2</sup>. The funded hours are offered 38 weeks of the year and the remaining 12 weeks are charged at our full rate. If you choose to take your Free Entitlement over 1 day you will be able to access a maximum of 10 hours, if over 2 days you can claim up to 20 hours, if over 3 days you can claim up to 30 hours. A morning or afternoon session will entitle you to access 5 hours. We offer the FEE hours as shown in the formats below. We do offer funded only sessions; available Monday to Friday from 9am to 12pm and 1pm to 4pm during term time only - **subject to availability**. Please contact the Nursery Manager for more information. If your child attends Pennies in addition to another setting, please speak with the Manager about the most effective way to access the full 30 hours between the two settings. (<sup>2</sup> Invoiced for 50 weeks per year)

1. One Full Day (7.30am – 6.30pm)	10 hours FEE plus an additional fee of £ 48.75
2. Two Full Days (7.30am – 6.30pm)	20 hours FEE plus an additional fee of £ 97.50
3. Three Full Days (7.30am – 6.30pm)	30 hours FEE plus an additional fee of £ 146.25
4. One Full Day (7.30am – 6.30pm)	5 hours FEE plus an additional fee of £ 71.50
5. Morning Session (7.30am – 1pm)	5 hours FEE plus an additional fee of £ 29.25
6. Afternoon Session (1pm – 6.30pm)	5 hours FEE plus an additional fee of £ 27.75

Children attending non-funded days/sessions in addition to their Free Entitlement will be charged at our current rates shown in the table on page 1; You will be invoiced in the usual way. A statement will be made available each term showing how many free hours your child is receiving in that period and what the additional fees are. Below are a few examples of attendance and fees when accessing the FEE (using the table above):

**Example One – Attending One Full Day and One Morning**

1 x <i>no.1</i>	10 FEE hours plus additional fee of	£ 48.75
1 x <i>no.5</i>	5 FEE hours plus additional fee of	<u>£ 29.25</u>
Total weekly fee term time		£ 78.00
Total weekly fee non term time (1 day £94.25 and 1 AM £52.00)		£ 146.25
	38 weeks x £ 78.00 =	£2,964.00
	12 weeks x £146.25 =	<u>£1,755.00</u>
	Annual fee	£4,719.00

Averages at 12 monthly payments of **£393.25** (the monthly payment changes each term depending on the number of funded weeks in each term \*see Nb1)





\*Nb1 - The funded weeks in each term are as follows:

Winter Term – 14 weeks. Pennies apportions the funded hours equally across the four months September to December.

Spring Term – 11 weeks. Pennies apportions the funded hours equally across the four months January to April.

Summer Term – 13 weeks. Pennies apportions the funded hours equally across the four months May to August.

\*Nb2 - Whilst a child is eligible for their funded hours from the start of term 5, this generally falls mid-way through April. Pennies does not apply the funded hours in April, but applies all the Summer Term funding across the months of May to August.

#### **Other Funding Available :**

##### **Early Years Pupil Premium (EYPP)**

Eligible children can start claiming EYPP in the term in which they become eligible for the 3 and 4 year old entitlement, and it is paid based on the universal funded hours only (not on the extended entitlement). To be eligible, you need to be claiming certain benefits/credits, or are caring for, or have adopted a child, from care of the local authority. This additional funding will benefit your child by enabling us to provide additional resources, and activities. You will need to complete parts 5 and 6 of the Parental Declaration form, giving us permission to apply for EYPP for your child.

##### **Disability Access Fund (DAF)**

Your child could be eligible for this funding, if they are in receipt of Disability Living Allowance (DLA). This one-off annual payment will help us support your child with their disability, or special educational needs. It also allows us to make any reasonable adjustments or purchase/loan suitable resources that may be required. Please see our SEN Policy and speak to our SENCO for further details.