

FEE PAYMENT and EARLY YEARS ENTITLEMENT POLICY.

See also complaints procedure

Invoices will be sent out every half term by email during the second week of the term. Fees are calculated using the sessions booked for each child at the end of the previous term. A term's written notice must be given for any changes in sessions. Sessions booked but not cancelled will be due for payment. Fees must be paid in full for all absences. Sessions are not transferrable. Fees are not charged for bank holidays.

The due date of the fees is stated on the bill which is usually two weeks after the bill is issued. If payment is not made by the due date then a £5.00 late payment fee will be added to the original bill and weekly thereafter. If you find that you are having difficulty paying your child's bill for whatever reason, please contact our book keeper - boxpreschoolaccounts@gmail.com as soon as possible in order that we can put a payment plan in place. If fees are not paid by an agreed date we will contact you to review your child's place. For funded children sessions will be reduced to funded hours only if fees remain outstanding.

Extra sessions should be paid for on the day.

Fees are reviewed quarterly with changes effective from the following term.

There are several ways to pay:

On-line: Account No: 92265504, Sort Code: 09-01-51

Please use your child's name as a reference.

Cash: Place in a sealed envelope and write your child's name and the amount on the front.

From September 2025 our fees are £5.52 per hour for three- and four-year olds plus a £1.25 voluntary daily charge for snack and £7 per hour for two-year olds plus a £1.25 voluntary daily charge for snack. Where a 2-year-old child turns 3 during a term, the reduced rate will 'kick in' from the start of the next term, i.e. the first full term in which they are 3+.

Free Entitlement Funding

Your child will be eligible for free funding from the 1st April, 1st September, or 1st January following their 3rd birthday. Funded hours are delivered completely free of charge but there is a voluntary charge of £1.25 a day towards snack. If

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you choose not to pay the voluntary snack fee, you must provide a healthy, allergy-friendly snack that meets dietary guidelines.

All children in receipt of Early Years Entitlement should take up a place with us before the headcount week. A maximum of 570 hours can be claimed over 38 weeks in the year. The 570 hours are split into three funded periods.

1st January - 31st March - 165 hours

1st April - 31st August - 195 hours

1st September - 31st December - 210 hours

The minimum amount that can be claimed per day is 2.5 hours and the maximum is 10 hours per day. A maximum of 15 hours can be claimed over two days. The hours cannot cover those before 7am or after 7pm. A maximum of two providers can be used at any one time unless your child has complex needs and the third provider is a district specialist centre. As we are term time only setting the hours are only available during term time. Free entitlement hours are not dependant on parents/carers paying for additional non funded hours and can be taken in a continuous block. Any hours that are additional to the free entitlement funding will be itemised on your invoice and are chargeable at our standard hourly rates.

You may be eligible for the 30 hours funding. If so you must apply through the HMRC and obtain a code which must be given to playgroup.

<https://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds>. A consent form is needed for Wiltshire Council to check the code. Codes must be obtained by the deadline stated and reconfirmed every 3 months with HMRC. Failure to meet HMRC deadlines will result in the loss of 30 hour free entitlement eligibility and hours above the universal 15 hours will be chargeable at our standard rate.

Your child may be attending more than one setting, and the grant can be spread over the two settings.

We will require you to complete and sign the parent declaration during headcount week. This will confirm the hours you are claiming and also any hour claimed at another setting. For further information please see the free nursery entitlement for 3- and 4-year olds - parents advice at -

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<https://www.wiltshire.gov.uk/article/1362/Early-Years-funding-for-3-and-4-year-olds#:~:text=Your%20child%20is%20eligible%20for,private%2C%20fee%2Dpaying%20school.>

Two-Year-Old Funding

There are two routes parents can apply for this funding:

1. Via the Wiltshire Council Parent Portal (Wiltshire Council Early Years Funding for Two Year olds)
2. Via Government Gateway (gov.uk) [GOV.UK: Apply for free childcare if you're working\(o\)](#)- for working parents of two years olds that meet qualifying criteria.

Waiting list

If the Pre-School is oversubscribed, we reserve the right to offer less than 15 or 30 hours, to ensure that all eligible children benefit, albeit with reduced sessions. A secondary waiting list is set up for existing Pre-School children wanting extra hours so that if some hours become available they can be allocated them.

Moving to another provider

You are able to move to another provider midterm and we will refund the unused funding to Wiltshire Council.

Disability Access Fund and Children with SEND

You can apply for disability living allowance through the government website

<https://www.gov.uk/disability-living-allowance-children/how-to-claim>

The Disability Access Fund is additional annual funding available to early years providers delivering funded hours to eligible three and four year old children. The following children will be eligible:

- child is accessing three and four year old entitlement, and;
- child is in receipt of Disability Living Allowance

Funding has been set at a national rate of £800 per financial year, and this will be paid as an annual lump sum payment to one early years provider nominated by the

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parent. Where a child attends more than one early years provider, the parent must nominate only **one** to receive the full funding.

Children do not need to access the full entitlement at a provider to be eligible. Once payment has been made, no further payment will be made to a new early years provider if the child moves to a new provision during the financial year.

There are no additional charges for enhancements for children with SEND

Early Years Pupil Premium

Early Years Pupil Premium (EYPP) is additional funding available to early years providers to support delivering funded hours to eligible children.

In order for a child to be eligible for Early Years Pupil Premium, they must be accessing the 15 hours early years entitlement as well as meet one or more of the following criteria:

- Income Support
- Job Seeker's Allowance (income-based)
- Employment and Support Allowance (income-related)
- support under part six of the Immigration and Asylum Act 1999
- the guarantee element of State Pension Credit
- Child Tax Credit - providing you are not entitled to Working Tax Credit and your family's annual income (as assessed by HMRC) is not more than £16,190
- Universal Credit - your household income must be less than £7,400 per year after tax, not including any benefits you get
- the child has been looked after by the Local Authority for at least one day
- the child has been adopted from care, is the subject to a special guardianship order, or are subject to a child arrangement order setting out whom the child is to live with

If a parent believes that they meet one or more of the criteria they complete the new optional section on the parent declaration form.

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Childcare Choices

For further information about help paying for childcare please visit the childcare choices website. This website includes information about tax free childcare, tax credits, universal credit, support while you study and information about the 15 and 30 hour free entitlement offer.

<https://www.childcarechoices.gov.uk/>

Complaints - please see complaints procedure.

Review

This policy is reviewed annually. Parents will be given a terms notice regarding increase in fees.