



Fees Policy.

Policy statement

At Padbury Pre-school we offer the funding to all children the term after their 3rd birthday. Children aged 2 years who qualify for funding will also be catered for.

EYFS key themes and commitments

- Funding enables parents to access up to 15 Universal hours of free Early Years provision per week over 38 weeks of the term time offer.
- Some parents will be entitled to claim extended funding of up to 30 hours provision per week. This can be split across 3 providers as Padbury Pre-school only offers 28.25 hours.
- Padbury Pre-school are happy for the funding to be split with up to three different providers if a child attends 3 settings but the funding claimed from 3 providers must be the same offer. For example 38 weeks term time offer or 51 week stretched offer.
- Parents will be required to complete the necessary paperwork to enable the registration secretary to claim the funding.
- Each time a parent changes their child's hours at pre-school a notification of adjustment of attendance form or a new funding form must be completed.
- If a parent decides to increase their child's hours after a final claim form for funding has been submitted Padbury Pre-school will submit an extra claim for the funded hours as long as it doesn't go above the 15 / 30 hours.
- A session if available can be reserved ready for the next term / claiming period.
- Padbury Pre-school will not fund hours added after final claim forms have been submitted if parents are attempting to claim more than 15 / 30 hours from 3 providers.
- If parents are claiming 30 hours of funding they must apply for the funding the half term before it starts to ensure the code is received and submitted to Bucks County Council before the cut-off date.
- Parents claiming 30 hours must make sure they reconfirm their hours regularly so the code remains valid.
- If a parents circumstances change we will continue to provide funding during the grace period. Any hours attended after the grace period will be charged at normal pre-school rates by invoice.

where fun becomes learning!

Padbury Pre-school Funded sessions:

- Padbury Pre-school will be offering all sessions as funded hours up to a maximum of 15hours / 30 hours where applicable.
- This includes: on a Monday, Tuesday, Wednesday and Thursday funded hours can be taken from 8.45am – 3pm. On a Friday hours are 8.45-12.

This policy was adopted at a meeting of	<u>Padbury Pre-school</u>	name of setting
Held on	<u>2nd October 2019</u>	(date)
Date to be reviewed	<u>October 2022</u>	(date)
Signed on behalf of the committee	<u>C.A.McHenry</u>	
Name of signatory	<u>CLAIRE MCHENRY</u>	
Role of signatory (e.g. chair/owner)	<u>Registration Secretary</u>	