

**Schedule of Fees**

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| **Opening Hours:**  **\*Breakfast Club from 8.30am every morning £3\***  **Mondays: 9am -3pm**  **Tuesdays: 9am – 3pm**  **Wednesdays: 9am -12pm + Lunch club 12-1pm**  **Thursdays: 9am – 3pm**  **Fridays: 9am – 12pm**  **Hourly rate:** | |
| Children aged 2 years | £6 |
| Children aged 3 years or more | £6 |
|  |  |
| Additional sessions above agreed hours | £6 |
| ***Other charges:*** | |
| Late collection fee of £5.00 per additional 5 minutes. | |
| |  |  | | --- | --- | | Morning Session | £6 p/hr x 3 hours = £18 | | Morning Session + Lunch Club (Wednesday) | £6 p/hr x 4 hours = £24 | | Afternoon Session | £6 p/hr x 3 hours = £18 | | Full Day | £6 p/hr x 6 hours = £36 | | |

At Scribbles Pre-School we believe in open communication with all parents/carers and staff and are therefore presenting this fees structure to ensure that everyone fully understands our charging. Our fee structure is fully inclusive of all drinks and snacks. We are open 38 weeks per year, closing Bank Holidays. Our fees do not include any outings, celebrations or entertainment that is in addition to our usual session activities.

**Pattern of Delivery**

Our Free Early Education places are available to use at any session during operating hours. However, having entitlement to a FEE place does not guarantee a space, this will purely come down to available spaces.

***Please see our terms and conditions*** *for information regarding payments, charges and additional information.*

**Fees:** Fees are payable termly and must be paid 30 days after invoice is issued, in accordance with the rates in force at the time. Fees are reviewed annually, in September of each year, or in an event of any changes to the ***terms and conditions***. Any changes to current rates will be advised in writing, at least one term in advance.

**Government funding for Early Years Free Entitlement (EYFE)**

Every child is entitled to the Universal 15 hours of free childcare per week, over 38 weeks of the year, this is a maximum of 570 hours in a funding year. At which time we require to see your child’s birth certificate. Without this evidence of your child’s eligibility the pre-school will be unable to claim on your behalf.

**A child’s funding year starts the term after their 3rd Birthday in line with the table below:**

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| --- | --- | --- |
| Child First Becomes Eligible for Funding | Children Born in Period | Terms Included in the Funding Year |
| September (Autumn Term) | 1st April to 31st August | Autumn, Spring and Summer |
| January (Spring Term) | 1st September to 31st December | Spring, Summer and Autumn |
| April (Summer Term) | 1st January to 31st March | Summer, Autumn and Spring. |

Example – If your child attends a total of 16 hours across a week, the first 15 hours will automatically be claimed for those children in receipt of the universal entitlement/Free for 2 placements. The remaining 1 hour will be charged at £5.75 per hour.

**For the Academic Year 2020-2021 the Date of Birth (D.O.B) range is as follows for EYFE**

**DOB Range**

| **Term** | **3 Year Olds** | **4 Year Olds** | **Whole DOB Range** |
| --- | --- | --- | --- |
| Autumn 20 | 01/09/16 to 31/08/17 | 01/09/15 to 31/08/16 | 01/09/15 to 31/08/17 |
| Spring 21 | 01/01/17 to 31/12/17 | 01/01/16 to 31/12/16 | 01/01/16 to 31/12/17 |
| Summer 21 | 01/04/17 to 31/03/18 | 01/04/16 to 31/03/17 | 01/04/16 to 31/03/18 |
| Autumn 21 | 01/09/17 to 31/08/18 | 01/09/16 to 31/08/17 | 01/09/16 to 31/08/18 |

**Extended Entitlement (30 Hours)**

Eligibility Criteria- “Parents of 3 & 4-year olds will need to meet the following criteria in order to be eligible for 30 hours of free childcare:”

* They earn or expect to earn the equivalent to 16 hours at National Minimum or Living Wage over the coming three months.
* This equals to £120 a week for each parent over 25 years old or £112.80 a week for each parent between 21 and 24 years old.
* This applies whether you are in paid employment, self-employed or on a zero hours contract.
* The parent (and their partner where applicable) should be seeking the free childcare to enable them to work.

Please see further information at [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

If you are claiming the extended hours for your child, this can be completed through the online platform “childcare choices” where you will need to set-up a government gateway account. The parents have the responsibility for claiming, sharing eligibility codes and renewing in the allotted timeframes prior to the Grace period finishing. Please note that any child in their “Grace Period” when beginning a claim will be unable to. If for any reason the additional hours are removed from a parent where circumstances change the pre-school will offer a 15-hour pattern only.

**Free Entitlement Important Information**

* Funding can be “shared” between two or more settings, parents MUST state clearly on the forms who is claiming what hours, especially when using the extended entitlement.
* Funding is applied and claimed for by the pre-school. You will receive notice prior to your child reaching the start of their free entitlement
* Forms are sent out to parents to be completed and returned to the setting, failure to return completed forms by the given deadline may result in the pre-school not claiming and therefore your child’s place will be subject to the fee’s mentioned above.
* You will receive reminders as to when to claim for your next eligibility on the extended codes, this does not come directly from the pre-school and is the parent’s responsibility.
* For universal entitlement you can only claim a maximum of 15 hours, across any setting’s or other childcare providers.

**Free for Two (FF2) Places: -**

Children who qualify for “Free for Two” are entitled to 15 hours of free childcare per week, over 38 weeks of the year, this is a maximum of 570 hours in a funding year. The 15 hours can be claimed across one or more providers i.e. childminders.

**Eligibility Criteria**

* The families receive working tax credits and have an annual gross income of no more than £16,190 per year.
* The families receive universal credit and have an annual net income of no more than £15,400 per year.
* They have a current statement of Special Educational Needs or an Education, Health and Care Plan
* They are entitled to Disability Living Allowance
* They are looked after by the local authority
* They are no longer looked after by the local authority as a result of an adoption order, a special guardianship order or a child arrangement order which specifies with whom the child lives.

Eligible children can start claiming after they turn two, depending on when their birthday is.

|  |  |
| --- | --- |
| **A child born between:** | **Can access a FF2 place from:** |
| 1st April – 31st August (inclusive) | The start of term 1 following their second birthday (after the summer holidays) |
| 1st September – 31st December (inclusive) | The start of term 3 following their second birthday (after Christmas/New Year) |
| 1st January – 31st March (inclusive) | The start of term 5 following their second birthday (after April holiday) |

More information about Free for Two can be provided to you and claims are completed either online, or directly through the pre-school.

**Early Years Pupil Premium (EYPP)**

Eligible Children can start claiming EYPP in the term in which they become eligible for 3 and 4-year-old free entitlement.

*Please be aware that EYPP is paid based on the Universal funded hours only - not on the extended entitlement.*

Identifying eligible children

Parent and carers will need to complete the relevant section of the parental declaration giving providers permission to apply for EYPP. The parent needs to be claiming one of the benefits or credits listed below to enable Management Information to check for eligibility. Children may be eligible for EYPP if they meet the “Other Criteria” shown below.

EYPP Economic Criteria

* Income Support
* Income-based Jobseeker’s Allowance
* Income-related Employment and Support Allowance
* Support under part VI of the Immigration and Asylum Act 1999
* The guaranteed element of State Pension Credit
* Child Tax Credit (provided they are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
* Working Tax Credit Run-on (this is paid for 4 weeks after they stop qualifying for Working Tax Credit)
* Universal Credit if a parent is entitled to Universal Credit they must have an annual net **earned** income equivalent to and not exceeding £7,400, assessed on up to three of the parent’s most recent Universal Credit assessment periods.

EYPP Other Criteria

* Children who have left the care of a local authority as a result of an adoption order in England or Wales
* Children who have left the care of a local authority as a result of a special guardianship order in England or Wales
* Children who have left the care of a local authority as a result of a child arrangements order in England or Wales
* Children who are currently being looked after by a Local Authority in England or Wales.

Disability Access Fund(DAF)

From April 2017 the government introduced new funding for Early Years providers, the **Disability Access Fund (DAF)**, to support children with disabilities or special educational needs.

All Early Years providers who receive funding for the entitlement for three and four-year olds can claim DAF for eligible children.

If a child who is eligible for DAF is splitting their funded hours across two or more providers, the parent must nominate one of the settings to receive the DAF funding as this cannot be split.

Identifying eligible children

Three and four-year old children may be eligible for the DAF if they meet the following criteria:

* The child is in receipt of Disability Living Allowance (DLA); and
* The child receives universal or extended free early education and childcare entitlement.