Funding & Payment Policy

Policy created	01.09.2008	Version number	10.4
Last reviewed	01.11.2026	Next review date	01.11.2027

General

This policy is directly linked to the Pre-school's Charging Policy.

The Pre-school is operated on a solely non-profit making basis, registered as a charity, and funds are used to improve provisions and facilities for the children. The fees are also used to contribute towards staff salaries, the cost of hire of the building, new materials, refreshments, equipment, staff expenses and training.

Early Years Funding

We can claim Early Years funding to cover the fees of all eligible children if requested to do so, being:

- 15 hours universal entitlement for all parents of 3-4 year olds (This funding is provided until a child starts school.)
- 15 hours of the extended 30-hour entitlement for working parents of 2-3 year olds and 3-4 year olds whilst they remain eligible
- 15 hours targeted funding for eligible 2-3 year olds

for up to 38 weeks per year during pre-school term time.

Children become eligible in the term following a child's 2 or 3 year old birthday.

For both kinds of Early Years funding, parents must return the fully completed Parent Declaration Form provided by the Pre-school, with eligibility codes where appropriate, prior to the first term they are eligible for funding. By signing the Parent Declaration Form the parent is agreeing to the Pre-school sharing the data in the form with Devon County Council's funding team.

It is important to note that there is a four-week notice period which will apply to the transferral of any Early Years Funding to another setting. Parents should be aware that their funding will remain with Plymtree Pre-school and will not be able to start at their new provider until after the notice period. If a child leaves without notice, the maximum of 4 weeks can be claimed from the last date of attendance.

Should a child join the setting, parents will be asked if they have been attending elsewhere and if they have given notice. We may want to contact the provider to check the leaving date of the child and whether a notice period does apply. As a child cannot be funded at both settings, we, as the new provider, may need to charge for any hours attended until the funding can commence.

Whilst we are not open for the full 30 hours per week extended entitlement, parents are still able to access part of the 30 hour extended entitlement with Plymtree Pre-school and may use the remainder at another setting on the condition that prior to the start of each term, the parents have provided the eligibility code and this has been verified by the Pre-school.

If the code has not been received and verified by Pre-school, the parent will not be entitled to the extended entitlement until the following term. In this case, if the 15-hour universal entitlement cannot be accessed by the Pre-school, full fees will be charged to the parent.

Parents must reconfirm their eligibility for the extended entitlement every 3 months. It is the parents' responsibility to do so.

If at any point a parent becomes ineligible for the extended entitlement, or are unable to reconfirm their eligibility prior to the start of the next term, the Pre-school will discuss their options including: whether the universal entitlement should continue to be accessed at this setting (15 hours), whether hours should be reduced or whether the parent wishes to continue with the same attendance but make payment for the hours attended.

Two-Year-Old Targeted Funding

We can claim funding to cover the fees of eligible two-year-old children whose parents meet the eligibility criteria. A 2-year-old can get funded childcare if the parent/carer lives in England and is eligible for any of the following extra support:

- Universal Credit with a household income of £15,400 a year or less after tax, not including benefit payments
- Income Support, Income-based Jobseeker's Allowance (JSA) or Income-related Employment and Support Allowance (ESA)
- The guaranteed element of Pension Credit
- their child is looked after by a local council
- their child has an education, health and care (EHC) plan
- their child is in receipt of Disability Living Allowance
- their child has left care under a special guardianship order, child arrangement order or adoption order

2 year old funding applications can be made and eligibility checked online or by phone: 0345 155 1013. Parents/Carers will need their National Insurance Number or National Asylum Support Number (if applicable) in order to make a 2 year old funding application.

Early Years Pupil Premium (EYPP)

EYPP funding is an additional sum of money paid to the provider for three and four-year-old children of families in receipt of certain benefits. This funding will be used to enhance the quality of your child's Early Years experience by improving the teaching and learning and facilities and resources, with the aim of impacting positively on your child's progress and development. If you believe that your child may qualify for the EYPP funding, please complete the relevant section of the Parent Declaration Form.

Disability Access Fund

Three and four-year-old children who are in receipt of child Disability Living Allowance and are receiving the funded entitlement are eligible for the Disability Access Fund. This is paid to the child's early years provided at a fixed annual rate. If your child is in receipt of the Disability Allowance please complete the Disability Access Fund Declaration Form which can be provided by Pre-school.

Fees

The current fees for non-funded children are given on the Pre-school website.

A voluntary consumables charge is billed to all parents which covers extras such as dance, forest school, cooking resources and snack. Details are in the Charging Policy and clearly set out on invoices.

Sessions are made up of a morning, lunch hour and afternoon (all day is 6 hours).

If you are liable to pay for any non-funded sessions, you will be sent an invoice within the first few weeks of a term and requested to pay within two weeks of receipt. Payment can be made by cash, cheque or BACS. Cheques should be made payable to "Plymtree Pre-school" and BACS details will be shown on the invoice. The Pre-school is signed up to Tax-Free Childcare and can receive payment via this scheme. The Pre-school also accepts childcare vouchers.

Absence

To ensure continuity of income, it is required that all fees are paid for your child's allocated session, irrespective of whether they attend or not. If a child is likely to be away for a long period, parents/carers should discuss this with the Setting Manager or Chairperson and a decision as to the fees position will be made at their discretion.

If absence is likely to exceed two weeks:

- Parents can use their funding allowance to keep the space at the setting during the absence period. This will use their funding allowance in the normal way; or
- If parents do not want to use their funding allowance but want to keep the place open, we are entitled to charge our standard hourly rate, as advertised on the Pre-school website.

If a child does not attend regularly and fails to meet the Devon County Council minimum attendance criteria Plymtree Pre-school will have to pay back the funding to the authority. If this occurs the parent/carer will be responsible for reimbursing Plymtree Pre-school the full amount owed.

Non-Payment

If the fees for the forthcoming half-term are not paid within two weeks of being billed, a letter /email will be sent to the parent/carer advising them that unless the fees are paid immediately the child may be withdrawn from the Pre-school until the arrears are settled. Interest will accrue on outstanding sums at the appropriate Court rate and will be charged at the discretion

of the Committee. If necessary, Court enforcement proceedings will take place, at the discretion of the Committee, to recover arrears.

In genuine cases where people are trying to pay off arrears a more flexible approach will be adopted.

Comments/Queries

Parents/Carers should speak to the Fees & Funding Officer, Treasurer or Chairperson at an early stage if they have any problems relating to fees and charges outlined in the above policy in order that an amicable solution can be found.

Document History

Date	Change details	Reviewed by
5/11/2009	Added into new template	Shelley Robinson
24/01/2010	Changed number of sessions to number of hours	Shelley Robinson
09/02/2011	Altered number of settings for funding to two. Added that forms would be provided	Jackie Crowe
10/03/2012	Setting out responsibility for fees if failure to complete forms and for failure to attend minimum sessions to qualify for funding	Jackie Crowe
06/03/2013	Reviewed	Rowan Pettitt
21/04/2013	Changed 'Playgroup' to 'Pre-school'	Rowan Pettitt
18/09/2013	Updated Logo	Julie Pearce
01/04/2014	Policy reviewed	Julie Pearce
23/01/2015	Headings added for clarity. Expanded funding section. Wording added from parents' pack on invoicing arrangements. New wording regarding extended absence added.	Ellie Hibberd
29/09/2015	Wording in relation to non-payment of fees amended to be less proscriptive and to allow greater discretion in handling flexible payment arrangements. Reference added to direct queries to Fees and Funding Officer.	Ellie Hibberd
02/01/16	Added reference to 2gether funding provision	Rowan Pettitt
03/08/2016	Policy reviewed – no changes.	Rowan Pettitt
19/09/2017	Policy name changed to 'Funding & Payment Policy' 2gether funding removed as not applicable. Added information on Two-Year-Old Funding. Added information regarding 30-hour entitlement. Added Early Years Pupil Premium payment information. Added Disability Access Fund. Included Tax Free Childcare.	Rowan Pettitt
02/10/18	Policy reviewed – no updates	Donna Manser
14/11/18	Added section regarding four-week notice on transferring funding	Donna Manser

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01/10/19	Policy reviewed – two-year-old funding section amended detailing the new Purple Tickets which replaces the Golden Tickets	Donna Manser
23/10/20	Policy reviewed – no updates	Anna Shelbourne
10/02/21	Covid-19 sub section added	Anna Shelbourne
22/09/21	Under 3's non-funded rate will remain the same until the term after the child turns 3, added.	Anna Shelbourne
29/09/22	Policy reviewed – no update	Anna Shelbourne
01/09/23	Policy reviewed – no update	Charlotte Gibbins
01/09/24	Policy reviewed- no update	Charlotte Gibbins
01/10/25	Policy reviewed – added "registered charity". Added "staff salaries". Updated info on funding and re written para on 2 yr targeted funding. Removed para on covid absences. Added Consumables charge details.	Clare Livingstone
01/11/26	Policy reviewed – added direct ref to Charging Policy	Clare Livingstone