

Fees & Funding Policy & Procedure

Policy Statement

At Goldilocks Nursery we operate a service which is fair and competitively priced. We aim to offer a high quality service, in a safe and stimulating environment where the needs of individual children are met. We are open 51 weeks of the year, Monday-Friday 7:30am-6pm.

Funding

We offer the following funding:

Free for 2 funding

- KCC will fund any eligible child attending a Kent provision regardless of where they live.
- For a child to get free early education and childcare, you must be getting one of the following:
 - ⇒ Income Support
 - ⇒ Income based Jobseeker's Allowance (JSA)
 - ⇒ Income-related Employment and Support Allowance (ESA)
 - ⇒ Support through part 6 of the Immigration and Asylum Act
 - ⇒ Tax credits and have an annual income of no more than £16,190 before tax.
 - ⇒ Universal Credit and have an annual income of no more than £15,400 after tax.
 - ⇒ The guaranteed element of State Pension Credit
 - ⇒ The Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)

Children are also entitled to a free place if:

- ⇒ They are looked after by a local authority
- ⇒ They have a current statement of Special Educational Needs (SEN) or an Education Health and Care Plan
- ⇒ They get Disability Living Allowance
- ⇒ They have left care under a special guardianship order, child arrangements order which specifies with whom the child lives or an adoption order Visit www.kent.gov.uk/freefor2 for full details
- Funding is available to eligible families for up to 570 hours per year. It can be taken as 15 hours per week over 38 weeks or for fewer hours per week up to 52 weeks (as a stretched offer)(**Goldilocks Nursery does not currently offer stretched hours**), in accordance with the date of birth range chart below.

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

- Being eligible for a free place does not offer a guarantee of a place at Goldilocks Nursery (places are subject to availability) or a particular pattern of delivery.
- You do not have to take the full 15 hours if you feel it is too long for your child.
- You have the option to split your hours between multiple KCC registered childcare providers, but no more than two sites in a single day.
- The free hours can only be taken from the start of the week during which eligibility has been confirmed.
- Funding cannot be transferred to a new childcare provider part way through a term. If you choose to move your child to another provider, you will have to pay for the sessions. You do have a right to appeal and this should be done by contacting CFIS.
- Once a child has taken up a place, eligible 2 year olds remain entitled to this place until the 3 year old funding starts, even if the family's circumstances change.

How it works

- It's quick and easy to apply online at www.kent.gov.uk/freefor2
- You can also complete an application online yourself, with your childcare provider or at a children's centre.
- Information you will need:
 - ⇒ Proof of your child's date of birth (birth certificate / passport)
 - ⇒ Your date of birth and National Insurance number (NINO) or National Asylum Seeker Service reference number (NASS)
 - ⇒ Proof of Disability Living Allowance for your 2 year old (if applicable). This should be the most recent Award Notice
- If your child is eligible, KCC we will send you an 'Eligibility Confirmed' email. This is an important document which must be handed to us once received. We will not be able to offer you a free place without it. If you have applied on-line, you can forward the email on your phone rather than print it out.
- We currently offer the following sessions
 - ⇒ 8am-1pm
 - ⇒ 1pm-6pm
 - ⇒ 8am-6pm
- Before your child can take up their free place, we will ask you to sign a Parental Declaration Form.

- This is an important document which must be completed and signed at the start of each new term.
- The free hours can only be taken from the start of the week during which eligibility has been confirmed. The funding cannot be back dated.

Free 15 Hours for 3-4 year olds

All children are entitled to 15 hours free childcare the term after they turn 3.

A child born between:	Can access a FF3 place from:
1 April - 31 August (inclusive)	The start of term 1 following their third birthday (after summer holidays)
1 September - 31st December (inclusive)	The start of term 3 following their third birthday (after Christmas / New Year holiday)
1 January - 31st March (inclusive)	The start of term 5 following their third birthday (after April holiday)

- Being eligible for a free place does not offer a guarantee of a place at Goldilocks Nursery (places are subject to availability) or a particular pattern of delivery.
- You do not have to take the full 15 hours if you feel it is too long for your child.
- You have the option to split your hours between multiple KCC registered childcare providers, but no more than two sites in a single day.
- Funding cannot be transferred to a new childcare provider part way through a term. If you choose to move your child to another provider, you will have to pay for the sessions. You do have a right to appeal and this should be done by contacting CFIS.
- We currently offer the following sessions
 - ⇒ 8am-1pm
 - ⇒ 1pm-6pm
 - ⇒ 8am-6pm
- Before your child can take up their free place, we will ask you to sign a Parental Declaration Form.
- This is an important document which **must** be completed and signed at the start of each new term.
- The free hours can only be taken from the start of the week during which eligibility has been confirmed. The funding cannot be back dated.

30 Hours Free Childcare for 3-4 year olds

The Childcare Act 2016 is delivering the Government's election manifesto commitment to giving families (where parents are working and eligible) an entitlement to 30 Hours of Free Childcare for their three and four year olds. The national rollout of 30 Hours of Free Childcare commenced on the 1 September 2017.

A child qualifies for the extended entitlement if both parents are working (or the sole parent in a lone parent family is working) and each parent earns, on average, a weekly minimum equivalent to 16 hours (National Minimum Wage or National Living Wage) and less than £100k a year.

How it works

- Applications can be made via <https://www.gov.uk/sign-in-childcare-account>
- 30 hour codes will need to be re confirmed every 3 months in order to retain entitlement.
- It is the parents/carers responsibility to make sure codes are re confirmed on time.

Children who are entitled to 30 hours free childcare the term after they turn 3.

A child born between:	Can access a FF3 place from:
1 April - 31 August (inclusive)	The start of term 1 following their third birthday (after summer holidays)
1 September - 31st December (inclusive)	The start of term 3 following their third birthday (after Christmas / New Year holiday)
1 January - 31st March (inclusive)	The start of term 5 following their third birthday (after April holiday)

- Being eligible for a free place does not offer a guarantee of a place at Goldilocks Nursery (places are subject to availability) or a particular pattern of delivery.
- You do not have to take the full 30 hours if you feel it is too long for your child.
- You have the option to split your hours between multiple KCC registered childcare providers, but no more than two sites in a single day.
- Funding cannot be transferred to a new childcare provider part way through a term. If you choose to move your child to another provider, you will have to pay for the sessions. You do have a right to appeal and this should be done by contacting CFIS.
- We currently offer the following sessions
 - ⇒ 8am-1pm
 - ⇒ 1pm-6pm
 - ⇒ 8am-6pm
- Before your child can take up their free place, we will ask you to sign a Parental Declaration Form.
- This is an important document which **must** be completed and signed at the start of each new term.
- The free hours can only be taken from the start of the week during which eligibility has been confirmed. The funding cannot be back dated.

Tax-Free Childcare

Parents can now get up to £2,000 per child, per year for children under the age of 12 and £4,000 for disabled children under 17.

- For working families, including the self-employed, across the UK
- With children aged under 12 (or under 17 for disabled children)
- For every £8 paid in, the government will add an extra £2, up to £2,000 per child per year toward childcare costs. This means you can get up to £500 every three months per child.

A parent, and their partner, will need to expect to earn (on average) the equivalent of working 16 hours a week at their National Minimum wage (£120 at the National Living Wage in 2017-18, less for people on the National Minimum Wage). And earn less than £100,000 a year each. If they are on maternity, paternity or adoption leave for another child, or unable to work because they are disabled or have caring responsibilities, they could still be eligible. Tax-Free Childcare can be used with the 15 hours and 30 hours schemes. It can't be used at the same time as childcare vouchers, Universal Credit or tax credits. The Childcare Calculator is a great tool to help families make an informed decision on which offer to use.
- Applications can be made through childcare choices or HMRC

Childcare vouchers

We accept all childcare vouchers, we have an account with the majority of childcare voucher schemes, if we currently don't please speak to the manager to arrange for an account to open.

Lunches

If you are only accessing free funded hours and would like your child to have lunch you will be required to pay the following extra cost:

Sessions

- 8-1 or 1-6 - £2.50
- 8-6 - £3.50

Lunch fees are included in standard nursery fees.

Payment of fees

- When Fees are Due - fees are payable weekly/monthly in advance, on the first session your child attends. Should you fail to pay fees by their due date, Goldilocks Nursery reserves the right not to accept your child into the nursery with no notice and will notify you on the day that your child is refused entry to the nursery that one month's notice will have been served by you on that day and fees for the month's notice will have to be paid. For

children in receipt of Free Early Education, hours over and above the 15/30 hours entitlement will be suspended.

- Methods of Payment - Standing Orders are the preferred means of payment and you will be provided with the nursery bank details. Alternatively we welcome payment by one of many nursery voucher schemes or by cash, BACS or debit or credit cards.
- Late Payment of Fees - the nursery shall charge, without prior notice, late payment charges at 7.5% for each day payment is overdue based on the cost of a full day session and any discounts may be removed retrospectively for up to six months.
- Returned Payments - an administration fee of £15.00 will be charged per occasion for unrepresented payments/cheques
- Charges for Late Collection of Children - whilst we appreciate that delays can be unavoidable, to cover our costs caring for children when parents are late, we reserve the right to charge £10.00 for the first 5-10 minutes late, £20.00 for the next 10-20 minutes, £30.00 for 20 -30 minutes and if your child remains uncollected over 30 minutes the Manager/Deputy Manager will contact Social Services if they have been unable to contact a Parent/Guardian. For late collection after 6:00pm the charge rises to £20.00 for every 15 minutes and every 15 minutes thereafter. Late collection charges will be automatically added to your account. Please be aware that the nursery wishes to close on time and the late fee system should not be abused.
- Review of Fees - the nursery reserves the right to review fees at anytime with one month's notice for fee changes.

Unforeseen Closures

Absences and any other unforeseen closure due to severe weather or other emergencies will be charged for. Unfortunately, we are unable to offer any days in closures.

Termination of Placement

We require one month's notice in writing, or payment in lieu of notice, if you wish to terminate your child's placement.

Fees are payable during the whole of this time.

Session/Placement Changes

Requests to decrease your child's sessions require one month's notice and in writing. Fees are payable for the whole of this time. If you wish to increase your child's sessions or change the days on which your child attends, the nursery will arrange this as soon as a vacancy arises.

Holiday Leave & Absences

Should you decide to take your child out of the setting for any holiday leave you will still be charged for the days that your child attends.

Any absences due to illness and appointments are also still chargeable.

