



St Lawrence Pre-School
Pricing Policy & Free Early Education Core Offer
September 2018

This is St Lawrence Pre-School Core Offer to all children, including those in receipt of 'Free Early Education' for the 2018/2019 Academic Year and is effective from Autumn Term 2018. It may be subject to change depending on any new funding systems which may be introduced by Kent County Council, or Government at any point in the future. We will endeavour to inform you of any changes to the pricing structures as we become aware of them.

All children become eligible for Free Early Education the term after their 3rd birthday. The guideline dates are 31st December, 31st March and 31st August and they are set by the government. Each child's Free Early Education entitlement is calculated on a year from when they first become eligible. Currently the government state that annually a child is entitled to 570 hours spread over 38 weeks.

From September 2018, working parents eligible for up to 30 hours of childcare will be able to use up to a maximum of 28 hours per week at St Lawrence for 38 weeks per year. We do not provide child care in school holidays. Parents must actively confirm their eligibility online www.childcarechoices.gov.uk. This is NOT the responsibility of the pre-school.

Sessions are on Mon– Fri, 9am-12pm. We also operate afternoon sessions on Mon-Thurs, from 12-3pm and a Lunch Club on any day from 12-1pm.

Our Term Dates for 2018/2019 Academic Year are:

Autumn Term	3rd September – 14th December 2018
Half Term	<i>22nd October – 26th October 2018 (Pre School closed)</i>
Spring Term	7th January – 5th April 2019
Half Term	<i>18th February – 22nd February 2019 (Pre School closed)</i>
Summer Term	24th April – 24th July 2019
Half Term	<i>27th May – 31st May 2019 (Pre School closed)</i>

These dates are provisional and may be subject to change due to regulations set by KCC or with regard to Statutory Bank Holidays announced.

For children who are eligible for Free for Two Funding through KCC and for children who are eligible for Free Early Education, St Lawrence Pre-School offers up to 15 hours of Free Early Education a week. We offer our funded hours in any combination of hours, to cover up to 15 hours per week, to a maximum of 6 hours a day. From September 2018, some working families will be eligible for an extra 15 hours funding for their 3+ year olds (making a total of 30 funded hours per week). The setting is able to offer up to a maximum of 28 of those hours and hours can be split with other settings. The onus is on the parents to complete www.childcare-support.tax.service.gov.uk to prove their eligibility each term and the funding will be made available for that term until the on-line form is updated. If for any reason circumstances change, the parents must notify the pre-school immediately. If the funding is not provided by KCC the parents will have to pay the usual hourly fee of £5.50 for all non-funded sessions.

St Lawrence Pre-School is limited on the number of funded places we can offer per session, therefore there is no guarantee that a funded place will be available on the sessions which you require. Kent County Council allow you to share your funding entitlement with other childcare providers.

Session Opening/Free Early Education Time Table

Day	Mon	Tues	Weds	Thurs	Fri
Funded	9am-12pm/ 12-3pm/ 9am-3pm	9am-12pm/ 12-3pm/ 9am-3pm	9am-12pm/ 12pm/3pm 9am-3pm	9am-12pm/ 12-3pm/ 9am-3pm	9am-12pm
Lunch Club	12-1pm	12-1pm	12-1pm	12-1pm	12-1pm

Providers must advise parents that a child's date of birth must fall into the eligible date ranges as follows:

A child born in the period	Will become eligible for a free place
1 January to 31 March (inclusive)	The start of Term 5 following their second birthday (after April holiday)
1 April to 31 August (inclusive)	The start of Term 1 following their second birthday (after Summer holiday)
1 September to 31 December (inclusive)	The start of Term 3 following their second birthday (after Christmas/New Year holiday)

Fee Structure

We want to ensure that parents/carers can see clearly what they are entitled to receive free of charge, and what they are liable to pay for, because at St Lawrence Pre-School, we believe in open communication with all our parents, carers and staff. Therefore, please see the Fee Structure below:

<u>2 year olds not qualifying for FF2 funding</u>	<u>2 year olds qualifying for FF2 funding *</u>
Any combination of the following sessions for 38 term time weeks a year. 3 hour AM session from 9am to 12pm - £18 3 hour PM session from 12pm to 3pm - £18	Up to 15 hours a week FEE (Free Early Education) for 38 term time weeks a year 3 hour AM session from 9am to 12pm - FEE 3 hour PM session from 12pm to 3pm - FEE Additional hours beyond 15 hours Free Early Education charged in line with non-funded 2 year olds.
<p>* FF2 QUALIFICATION (Visit www.kent.gov.uk/freefor2 for full details)</p> <p>For a child to get free early education and childcare, you must be getting one of the following:</p> <ul style="list-style-type: none"> • Income Support, JSA or ESA • Support through part 6 of the Immigration and Asylum Act • The Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit) • Universal Credit and an annual income of no more than £15,400 after tax • The guaranteed element of State Pension Credit • Tax credits and an annual income of less than £16,190 before tax <p>Children are also entitled to a free place if:</p> <ul style="list-style-type: none"> • 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 	

<p><u>3 year olds not qualifying for FEE</u></p> <p><u>(Free Early Education)</u></p> <p>For 38 term time weeks, a year</p> <p>3 hour AM session from 9am to 12pm - £16.50</p> <p>3 hour PM session from 12pm to 3pm - £16.50</p>	<p><u>3 and 4 year olds accessing 15 hours of FEE</u></p> <p><u>(Free Early Education)</u></p> <p>Up to 15 hours a week FEE (Free Early Education) for 38 term time weeks a year</p> <p>3 hour AM session from 9am to 12pm - FEE</p> <p>3 hour PM session from 12pm to 3pm - FEE</p> <p>Additional hours taken beyond 15 hours FEE charged in line with 3 year olds not qualifying for FEE</p>
<p><u>3 and 4 year olds accessing 28 hours of FEE</u></p> <p><u>(Free Early Education)</u></p> <p>Up to 28 hours a week FEE (Free Early Education) for 38 term time weeks a year</p> <p>Daily 6-hour sessions from 9am to 3pm</p> <p>Up to 28 hours of Free Early Education</p> <p>A place will be secured on receipt of a DfE qualifying code being submitted to the Pre School.</p> <p>Once a place has been secured, the place will be available to the parent for as long as they wish to hold the place, and remain eligible. This is subject to the setting continuing to offer these extended hours.</p>	<p><u>Additional Lunch sessions</u></p> <p><u>If not included as free entitlement hours or FF2</u></p> <p>Where spaces are available a morning session can be extended from 3 to 4 hours to include lunch, i.e. 9am-1pm.</p> <p>This additional hour will be charged at £6.00 for 2 year olds and £5.50 for 3 year olds.</p>

These charges are for all the sessions you expect your child to attend. There is no refund if your child does not attend the session due to holidays, ill health, weather disruption or for any other reason.

*** Voluntary Donation:** We are a non-profit making organisation and registered Charity. For children receiving their sessions under the Government Early Years Education Entitlement this optional donation can be made by parents/carers to contribute towards their child's sessions at pre-school. The donation helps ensure St Lawrence Pre-School is able to maintain the high standard of care and attention its reputation has always upheld. This is encapsulated by our high adult to child ratio allowing us to provide each individual child with opportunities for a curriculum tailored to their needs. St Lawrence Pre-School is well known for our dedicated staff who we aim to be qualified or else 'experienced in the caring and early education field'. We ensure they hold current first aid certification (course availability dependent) and facilitate regular external training to update their knowledge in line with current practice. The donation assists in sustaining this as well as maintaining our extensive resources and ensuring we continually provide a range of healthy food options at snack time and during cooking activities. Lastly this donation helps us continue to give children birthday and festival gifts and have regular 'Visitors' into the pre-school who share their skills, knowledge and resources with the children throughout the year. **All voluntary donations are very much appreciated. Thank you.**

Review of Free Educational entitlement Claim – Every child's entitlement will be reviewed annually in the Term before their 'annual entitlement' ends and if any additional sessions are due they will be offered to the family and equally if any sessions attended are over their entitlement then fees will be due. This is unlikely to occur in majority of cases but is a possibility and we would speak with you well in advance of such occurring.

Review of extended 15 hours working parents Claim – The extended hours entitlement offering at this setting will be reviewed termly and parents will be given a term's notice of any changes in our offering.

Childcare voucher scheme – We accept payment via the childcare voucher scheme. Our setting is also registered to receive the new tax credits. Employers will inform you of this new initiative which will gradually replace the childcare voucher schemes. For more information, go online to www.gov.uk/child-tax-credit

Registration Fee – The £30.00 registration fee is payable to cover the costs of a t-shirt and a book bag which are issued to each child upon starting at St Lawrence Pre-School. It also entitles you to attend up to two settling sessions and to cover the costs of administration. If your child only takes up session that are fully funded by KCC, this amount is refundable.

Change of Hours – Your child's Contracted hours are as set in the Invoice for the Term ahead. A Term's Notice is required if you wish to reduce your child's hours. If you wish to increase your child's hours we will endeavour to fulfil your request, space dependant. **We can only increase your child's Free Early Education entitlement at the beginning of each Full Term. Therefore, if you increase sessions mid-term you will be liable for Fee's incurred until the start of the next Term.**

Notice - A term's notice is required in writing or you will be liable for a full term's fees. Parents are entitled to use their child's Free Early Education entitlement at St Lawrence Pre-School until the child reaches the compulsory age for School attendance. If you do not wish for your child to start Primary School in the September of their first school academic year then they may remain at St Lawrence Pre-School until their 5th birthday.

Absence - Full fees are payable for non-attendance due to holidays, parental choice or sickness, except in exceptional circumstances, agreed in advance, and at the Committee's discretion.

Late pick up - If you know you are going to be late then please telephone the Pre-School to inform us, and where possible, make alternative collection arrangements. Staff will not allow any children to leave the premises with someone who is not a regular carer without prior notification, as stated in our Late Collection Policy. Children collected more than 5 minutes late will incur an initial £3.00 charge and a further £3.00 for every 15 minutes your child is in our care.

Unforeseen Circumstances – In the unlikely event that we are forced to close the pre-school due to unforeseen circumstances, such as snow or power cuts etc, unfortunately we will be unable to refund the cost of these sessions.

Special Trips - From time to time St Lawrence Pre-School arranges special Day Trips, Visits and Special Occasion sessions. Generally, if additional costs to the parents or carers are involved, then it is usually optional as to whether your child attends the outings. We will only be able to provide these Trips and Occasions if parents support us by contributing towards the cost. If your child does not come on the outings then they may make up their sessions at another time within that term.

Other St Lawrence Pre-School Events – During the year we invite the children to attend various events in Pre-School, even if it is not their 'Contracted Session' such as Christmas Play, Sports Day and other special visitors. This can form part of any missed Free Education Entitlement claimed.

Payment Terms - Our Fee Invoices are issued via email prior to the start of term. A hard copy is available upon request. Fees are due by the start of term as per the Payment Due Date stated on the Invoice. Should you wish to pay your Invoice in instalments this may be arranged by formal written agreement. Instalments are payable in advance and must be paid in full by the end of term. **A £30 surcharge will be added to all invoices remaining unpaid at the end of term.** Any 'ad hoc additional session' invoices must be paid by the Payment Due Date stated on the invoice.

We hope this Pricing Policy and the set out of our Core Offer for those in receipt of Free Early Education, has made it clear to all our families and should you wish to discuss any element of the contents please do feel free and able to seek further information/guidance from the Manager/Chair person.

Parents are expected to actively take part in fundraising and contribute towards outings, visits and special occasion sessions. St Lawrence Pre-School very much hopes to be able to continue to offer children these valuable learning experiences, and we are grateful to you for your support which enables us to do this.

Please detach, sign and return this page of this policy as proof of agreement to 'St Lawrence Pre-School's Pricing Policy and Core Offer' and as acceptance of a place for your child with us at St Lawrence Pre-School.

Please keep the rest of the document for your reference.

Childs Name: _____

Parent / Carer Name: _____

Parent / Carer Signature: _____

Date: _____

Signed on behalf of St Lawrence Pre-School:

Name: _____

Signature: _____

Date: _____