



# Barnett Wood Pre-School

## **Fees and Funding Policy**

Barnett Wood Pre-School (BWPS) is committed to providing high quality early education at an affordable price to its families. It provides term-time only education for children from the September after their 2<sup>nd</sup> birthday.

### **Policy**

#### *Funding*

- The preschool is happy to accept children who qualify for government funding including Funded Early Education for Two-Year Olds (FEET funding), Working Parent Entitlement Funding (WPE) and Universal Entitlement Funding.
- In order to be eligible to claim funding via the setting, children must attend a minimum of 4 sessions per week (where a full day counts as 2 sessions).
- The setting offers a flexible funding model. There is no restriction on which sessions are covered by funding. Children who meet the criteria for claiming funding can claim up to 6.5 hours/day.
- If a child is unable to meet the minimum session requirement, they are welcome to attend the setting provided that they attend for a minimum of 2 sessions/week, but the parents/carers will not be able to fund this via government funding. They will be charged at the setting's non-funded hourly rate for any sessions that their child attends.
- The funding may be used against regular session bookings only and cannot be used to fund occasional extra sessions or special events.
- Funding is capped at 30 hours per week (over 38 weeks per year) for WPE or 15 hours/week (over 38 weeks per year for Universal funding). This starts from the term the child begins to be funded. Any hours that a child attends which are over and above the funding the setting is able to claim will be invoiced to the parents/carers at the setting's non-funded hourly rate.
- Eligibility for FEET funding or WPE must be verified by the setting before a funded place can be confirmed to the parent/carer. Parents wishing to claim WPE must therefore provide the necessary information to the setting when requested.
- It is the responsibility of parents/carers to ensure that they reconfirm their eligibility for WPE before the cut-off dates with the HMRC. This cannot be backdated.
- Should a child fall out of eligibility for WPE, the preschool will invoice the parents/carers for any unfunded hours that a child attends. Notice periods regarding a reduction in the number of sessions a child attends remain the same.
- Parents/carers are required to complete a Declaration Form (Funding Form) each term so that the preschool can claim the funding for their child. Declaration Forms must be completed by the end of the first week of each term. After this deadline, the preschool reserves the right to limit a child's access to the setting until the Declaration Form has been signed and returned.
- Should a child leave the setting during a funded period, the setting will retain funding for that child until the end of the funded period (unless a child moves out of Surrey, in which case the setting is required to release funding).
- The setting charges a voluntary consumables charge for children who are in receipt of Universal or WPE. This is to help cover the costs of consumables over and above the basic offer which are not covered by the government funding. The amount charged is based on the number of funded hours being claimed.
- Should parents be unable to pay the consumables charge, they should contact the manager to discuss the preschool's Alternatives Policy.
- Parents of children must inform the setting of any absence (planned or unplanned). If a child in receipt of funding will be absent for more than two consecutive weeks the preschool will require parents to inform them of a date when the child will be returning as this is a condition of Surrey's Provider Agreement.

- The setting may be unable to claim funding for children who do not return to the setting before Surrey's termly 'headcount date'. If this is the case, parents will be charged for any sessions which have been booked, which are not covered by government funding. Parents may wish to consider this when booking holidays.
- If parents have any concerns or complaints about the delivery of funded hours, they should contact the setting manager in the first instance. Concerns/complaints can then be escalated to the Early Years Commissioning Team, if needs be. They can be contacted at [eycommissioningteam@surreycc.gov.uk](mailto:eycommissioningteam@surreycc.gov.uk).

#### *Early Years Pupil Premium (EYPP)*

- EYPP provides additional funding to settings to support children's learning and development. This can be used for extra equipment, resources or additional training for staff. Children may be eligible if parents are in receipt of income related benefits or their child is looked after by the local authority, adopted from care, has left care through a special guardianship arrangement, or has left care and is subject to a child arrangement order.
- Parents who believe their child may be eligible for EYPP should complete the EYPP application form on the Funded Early Education Declaration Form (Funding Form). They will be asked to sign this form each funded period in order to access their funded entitlement.
- Any information shared will be completely confidential and will not affect any benefits that a parent receives.

#### *Fees*

- Parents/carers will be invoiced for their child's fees approximately two months before the start of each term. This must be paid within 30 days of the invoice date.
- The setting accepts payments via Tax Free Childcare. Parents should visit [www.beststartinlife.gov.uk](http://www.beststartinlife.gov.uk) to check eligibility/apply for Tax Free Childcare.
- Parents can get Tax Free Childcare at the same time as WPE if they are eligible for both.
- Payment for all preschool invoices must be received in the setting's bank account on or before the due date. Parents should be mindful of weekends/bank holidays when paying invoices as these can result in delays. Similarly, payments made via childcare vouchers can take a number of days to be processed.
- Where an invoice is not paid in time a late payment charge of 5% of the outstanding amount (capped at £15) will be charged.
- If the original invoice remains unpaid for a further 10 days, the setting reserves the right to limit that child's access to the setting. Where the invoice is in relation to a child who has yet to start attending the setting, the child's place may be offered to the next child on the waiting list.
- The setting will consider requests to pay invoices in instalments provided that these are made within good time.
- The setting charges parents if they are late collecting their child at the end of a session. Charges are as follows:
  - £15 for the first 10 mins
  - £1/minute thereafter
- No reduction in fees is made for absence, illness or unexpected closure (see Terms & Conditions and Emergency Closure Policy).
- The setting reviews its fees annually and will communicate any changes to either private hours or voluntary consumables charges to parents at least 30 days before the new changes take effect.

**Policy written December 2025**