

## **WINTON PRE-SCHOOL LITTLE EXPLORERS \_Fees and Funding Policy**

This policy will be reviewed regularly. Any changes made to this policy will be shared with parents/carers 4 weeks before any changes are implemented.

Fees are reviewed annually. 2, 3 and 4 year olds may be eligible for the Early Education Funding (EEF) provided by the Local Education Authority.

Our sessions are as follows: (subject to availability)

Monday 9.00am – 3pm

Tuesday 9.00am – 3pm

Wednesday 9.00am – 3pm

Thursday 9.00am - 3pm

Friday 9.00am – 12pm (for those claiming 15 hours of early education funding) or 3pm Term Time Only.

(To meet the needs of children and their families and supporting them to claim the full 15 hours funding, subject to availability – other short morning/afternoon sessions may be offered once Friday half days are full).

### **Early Education Funding (EEF)**

We accept 15 and 30 hour funding entitlement for 2, 3, & 4 year-olds. We also accept private paying children who attend over their funded hours and instead of the funding.

- The 15-hour Early Education funding is paid to the Pre-School from the Local Authority. Those claiming 15 hours can take up their funding over two full days (9am-3pm and one short morning – usually on a Friday 9am-12pm).
- The 30-hour funding is done between yourself and Gov.UK you will be required to notify us of the code. It is your responsibility to ensure the code remains updated. Those that claim the full 30 hours can do this every day Monday – Friday between 9am – 3pm.

All parents will be required to complete a funding declaration form.

**\*\*Where parents fail to keep their funding codes updated – and funding is withdrawn, parents will be liable to cover the full cost of their children's hours\*\***

To support your child in their early education, we do request a minimum attendance of 2 days per week.

The LA provides Early Education Funding for 38 weeks of the year, consisting of 15/30 hours per week. The funding can be claimed during opening hours of 9am -3pm between Monday and Friday and is term time only. Funded spaces are available on a first come first served basis. We will try to accommodate hours requested, however these are subject to availability.

The hourly rate for **additional** fees and consumables from 01/04/2025 will be as follows:

£7.75 per hour for 2year olds

£7 per hour for 3 and 4 year olds

Fees of additional hours must be paid whether the child attends the session or not i.e. if the child is sick or takes holiday during term time.

For those that are paying fees privately – we charge a £50 enrolment fee which includes a home visit, 3 x settling in sessions and 1 x child's polo shirt.

**Consumables Fees = £2.50 per session**

This is a voluntary fee paid by parents/carers to support us to deliver high quality early years education above the basic EYFS requirements.

An overview of what our Consumables include:

- Suncream and sun hats
- Trips – to the local care home, the park, the local area, bus trips, café visits, local library, beach, and any trips implemented in the moment to extend children's interest and learning.
- Enhanced arts & crafts materials to support celebrations and children's interests such as:
  - Mother's day and Father's Day crafts
  - Additional Christmas crafts and parent & child Christmas craft day
  - Additional Easter crafts
  - Any additional craft materials required above the basic, to support and extend children's learning and interests in the moment.
- Daily yoga and mindfulness sessions
- Enhanced messy play above the basic requirements – such as slime
- Annual Summer party
- Graduation ceremony and leavers gifts
- School leavers trips
- Annual Christmas party including children's entertainer
- Visit from Father Christmas and Christmas gifts
- Enhanced staff to child ratios
- Educational Materials - additional resources such as books, or learning materials used beyond the basic provision
- Enrichment activities – such as caring for our allotment
- Seasonal snacks – such as ice lollies in the summer and hot chocolate and gingerbread in the winter
- Food tasting activities

### **Why do we charge a voluntary consumable fee?**

Our consumable fees have enabled us to deliver an enhanced early years provision that delivers above and beyond basic the EYFS requirements. To give you some examples of this:

Your child is not just a number – they are part of our WPS family – we pride ourselves on being a friendly, approachable setting that creates a warm welcoming family environment not just for the children, but for their parents and families too.

The basic EYFS requirements state that you only need to have one Paediatric first aid trained member of staff. We ensure that ALL members of staff are Paediatric first aid trained. We have to pay for all of our first aid training and pay staff wages for them to attend in their own time.

We enhance our ratios above the basic minimum requirements. This enables us to deliver above and beyond the basic requirements, such as Trips – to the local care home, the park, the local area, bus trips, café visits, local library, beach, and any trips implemented in the moment to extend children's interest and learning. This enhanced ratio also enables us to provide free-flow inside and outside all day, and to spend time in our allotment. It also means we can deliver high quality targeted intervention group sessions to those children that may require additional support, such as speech and language sessions. Also we make Safeguarding our top priority, having an additional staff member enables us to ensure any personal care given to children (such as nappy changing and supporting at toilet time and supporting potty training) is always done with 2 members of staff present – to safeguard both the child and staff members.

Extended resources – We strive to provide enhanced resources for the children, giving them the opportunity to explore a wide range of media and materials, such as a variety of paints, including powder paints, messy glue, shaving foam, slime, compost, sand, jelly, custard, real food items,

crushed cereal, cornflour, gloop, bubble bath, bath bombs, science experiment equipment such as bicarbonate of soda, vinegar etc. Ingredients to make Playdough – salt and flour. Also, extensive craft materials, allowing them to be creative with no limitations, such as, a wide range of paper and card, foam, tissue paper, cotton wool balls, googly eyes, lollipop sticks. We also ensure that we provide the tools needed to spark those imaginations – child scissors including double handled scissors to support the children to use them safely. Items such as potato mashers, tweezers, different sized paint brushes, stencils. Also, any equipment needed to support children's particular interests and in the moment extending play and learning opportunities. All above the basic requirements of the EYFS.

We strive to have a balanced mix of beautiful resources made from wood and plastic, ensuring there is rotation of high quality resources to keep the children engaged.

We also where possible provide cooking activities and food tasting opportunities and all the ingredients that go with this. We also provide seasonal snacks such as gingerbread, mince pies, hot chocolates, ice creams and ice lollies etc.

We have outside agencies visit our setting, such as Barney Maths, Visits from the Dentist and children's entertainers which all cost money. We also arrange visits from the local authorities such as ambulance, police and fire.

We have daily yoga and mindfulness sessions – this is a really important part of day that allows us to empower children using positive affirmations.

We have our beautiful allotment, that takes time, love and money invested to make it an extension of our provision. It is an extra classroom that provides children with rich learning opportunities about how to care and look after and grow their own plants and food, and have the opportunity to be surrounded by nature.

We have summer parties, Christmas parties, a visit from a special you-know-who in December! We give children Christmas gifts. We also pay for a children's entertainer at these parties. We hold a summer graduation and trip for our school leavers every year and give graduation gifts. We invite parents in to share these special milestones, parents are welcome to join us for Christmas craft days, Christmas carol concerts, graduation ceremonies, summer fetes. We hold termly parents' meetings – which staff all give up their own time to do.

For those parents wishing for an alternative option, this can include, but not limited to – providing own sunscreen and hats. Providing own named bag of enhanced craft materials on specific planning weeks, and any additional messy play activities beyond the basic EYFS requirements. Accompanying your child on trips. On party days, parents can swap their child's funded hours to another session subject to availability. Donating enhanced educational materials and enrichment activities. All of this can be discussed with management on an individual basis.

In the event that the Pre-School is closed due to adverse weather e.g. snow, or any other circumstances beyond our control, the following procedures will take place:

- a note will be put on the door to advise that we are closed
- all attempts to contact all parents via telephone, and our social media pages.

Alternative day or refund of fees will be made in the following order:

- children receiving government funding will be given the opportunity to attend an alternative day as priority where possible.
- children who pay additional fees or who are not funded and pay full fees will be offered an alternative day if possible.

If for any reason a child's funding is stopped by the Local Education Authority, it is the responsibility of the child's parent/ carer to pay the outstanding fees to Winton Pre-school Little Explorers. Otherwise, their child could lose their place at Winton Pre-School Little Explorers.

All fees are payable in advance on a daily, weekly or half term basis from the 1<sup>st</sup> day the child starts at Pre-School.

Persistent non-payment of additional fees may result in parents/carers being notified that their child will be removed from the register and therefore unable to attend Winton Pre-school Little Explorers. Or hours will be reduced to the funded hours, with no option of additional hours. Every action possible will be taken to continue the provision of education for those families unable to pay fees because of genuine financial difficulties. In exceptional circumstances the directors may elect to waive part payment of fees. This will be reviewed on an individual basis in a meeting held between parents/carers and the directors.

In the event of a child leaving, 4 weeks (term weeks) notice must be given. 4 weeks of Early Education funding will be claimed by us. Private paying fees will also be required to be paid in full during these 4 weeks, regardless of whether your child attends or not.

Only 2 weeks of holiday will be covered by the Early Education Funding (over 3 academic terms) and Parents / Carers will be charged for any additional weeks taken.

If a child is late in being collected from Pre-School at the end of the session, late fee charges will apply.

A charge of £5 will be applied for the first 15 minutes on the first incident, and £5 per 5 minutes thereafter.

Parents/carers that are consistently late picking up their child, will incur a charge of £5 per 5 minutes immediately. Continuous lateness may result in your child's space being withdrawn, and/or hours reduced.

The government offers a range of benefits, schemes and entitlements to help towards the cost of childcare, which you may be eligible for.

Please visit BCP (Bournemouth, Christchurch and Poole) council webpage where you will be able to access information about paying for childcare.

<https://www.fid.bcpccouncil.gov.uk/family-information-directory/information/childcare>