**Bradgate Preschool Funded Early Education Entitlement offer and Charging policy**

**Policy Statement**

The free Funded Early Education Entitlement (FEEE) funding comes from the Government to the Leicestershire local authority, who then set the funding rates and make payments to Eastfield Primary School. No direct payments are ever made to parents. Bradgate Preschool are committed to offering free Funded Education to all qualifying children regardless of their family circumstances. Free early education is delivered free at the point of delivery.

Bradgate Preschool will inform parents of a charge at least 3 weeks in advance for any hours per week over the Funded Early Education Entitlement and/or any trips and experiences arranged. (See below for fee amounts)

**Bradgate Preschool is owned and governed by Eastfield Primary School, Thurmaston.**

**Address:-**

Eastfield Primary School

Eastfield Road

Thurmaston

Leicester

LE4 8FP

**Telephone:** (0116) 2607393

**Email:** preschool@eastfield.bepschools.org

**Preschool URN**- EXMT0090

**Eastfield Primary school URN**- 138806

**Opening times:-** 8:45am to 3:45pm

**Sessions:-**

|  |  |  |
| --- | --- | --- |
| **Morning sessions** | **Afternoon session** | **Full day sessions** |
| Monday-Friday 8:45 am-11:45 am  | Monday-Friday 12:45 pm-3:45 pm | Monday-Friday 8:45 am- 3:45 pm |
| **Alternative sessions** |
| Monday-Friday 8:45am -12:45 pm (Includes lunch hour)Monday-Friday 11:45 am -3:45 pm (Includes lunch hour)  |

**Admissions** (Refer to Bradgate preschools Admissions policy and procedure for more information)

Number of places per session - **20**

We accept children from **2 ½ .**

New starter applications can be collected in setting between 9:00am and 3:00pm or downloaded from the Eastfield school website and emailed or delivered by hand to the setting with a copy of your child’s birth certificate.

Children will be offered places in line with the following criteria.

|  |
| --- |
| 1. Child aged 3
 |
| 1. Live in catchment area
 |
| 1. Live in Thurmaston
 |
| 1. Siblings in a Bradgate Trust school
 |
| 1. Date of application
 |
| 1. Number of sessions requested
 |

**At Bradgate Preschool we offer:-**

**FEEE** (Funded Early Education Entitlement) **for 3 and 4 year olds**

All three and four-year-olds are entitled to 15 hours of free early learning a week. This free entitlement is paid from the term after your child turns three. To see when your child is eligible please see the cut-off dates below.

|  |  |
| --- | --- |
| **Born on or between** | **Terms for eligible funding** |
| 1 January – 31 March  | From the 1st April following their 3rd Birthday |
| 1 April – 31 August  | From the 1st September following their 3rd Birthday |
| 1 September – 31 December  | From the 1st January following their 3rd Birthday |

**Working parents of children aged from 9 months to 4 years, may be eligible for up to 30 hours of funding**.

To be eligible for 30 hours of free childcare in England for children aged 9 months to school age, you and your partner must meet certain income and employment requirements.

**Income requirements**

* You and your partner must expect to earn at least the equivalent of 16 hours a week at the national living wage
* You and your partner must expect to earn less than £100,000 annually

**Employment requirements**

* You and your partner must be working, either employed or self-employed

**Other requirements**

* You must have a National Insurance Number
* You must apply online through Childcare Choices before the term starts
* You must reconfirm your eligibility every three months

You may still be eligible if you or your partner are on maternity, paternity, or adoption leave, or you're unable to work because you are disabled or have caring responsibilities.

**Free Entitlement for 2 year olds**

Families that receive some form of Government support may also be eligible to receive the Free Entitlement for 2 year olds, the criteria of which is set out below.

Your 2-year-old can get free childcare if you live in England and are in receipt of the following benefits:

* Income Support
* Income-based Jobseeker’s Allowance (JSA)
* Income-related Employment and Support Allowance (ESA)
* Universal Credit, and your household income is **£15,400**a year or less after tax, not including benefit payments
* The guaranteed element of Pension Credit
* Child Tax Credit, Working Tax Credit (or both), and your household income is **£16,190** a year or less before tax
* The Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)

2-year-olds can also get free childcare if they:

* are looked after by a local authority
* have an education, health and care (EHC) plan
* get Disability Living Allowance
* have left care under an adoption order, special guardianship order or a child arrangement order

If you are a non-UK citizen who cannot claim benefits:

* If your immigration status says you have ‘no recourse to public funds’, you may still get free childcare for your 2-year-old. You must live in England and your household income after tax must be no more than:
* £26,500 for families outside of London with one child
* £34,500 for families within London with one child
* £30,600 for families outside of London with two or more children
* £38,600 for families within London with two or more children

You cannot have more than £16,000 in savings or investments.

**Funding process:-** To discover if you are eligible to the Free child care entitlement for working parents and/or the Free child care entitlement for parents of 2 year olds that receive government support please go to the following Child Care Choices web page :- <https://www.childcarechoices.gov.uk>

You will then be encouraged to create a Government Gateway account to apply for the funding <https://childcare-support.tax.service.gov.uk/par/app/trialmessage>

Working parents may be entitled to Tax free child care <https://www.gov.uk/tax-free-childcare>

It is the **parents responsibility** to provide the setting with a validation code for the Free child care entitlement for working parents and/or the Free child care entitlement for parents of 2 year olds that receive government support. Parents must reapply every 3 months through their Government Gateway account. If Validation codes are not applied for in time charges may occur.

**Parents must sign a PSOU (**Personal statement of undertaking) **and provide a birth cert or equivalent before funding can be claimed by the setting.**

**Additional charges**

If your child is not entitled to any of the above or your child attends over the funded hours, Bradgate Preschool charge **£6 per hour** over the funded hours.

At Bradgate Preschool funded entitlements and additional charges over the funded entitlements are calculated over a maximum of **38 weeks.** (Term time only alongside Eastfield Primary schools term dates <https://www.eastfield.bepschools.org/parents/term-dates/> )

**Parents must sign a parent/carer declaration before the child starts to agree to the charges that will occur throughout their time at preschool.**

**We send invoices for the following:**

* Children who do not receive the free Funded Early Education Entitlement (FEEE)
* Children who are over their Funded Hours.
* If Leicestershire County Council refuse our funding claim due to any of the following: -
* Parents/carers have failed to provide us with a valid code,
* Parents/carers have failed to reconfirm their eligibility by the deadline,
* Parents/carers have not informed us of other providers with whom they claim/claimed funded hours resulting in an overclaim, then the parent/carer will become liable to pay for the amount due for their child’s attendance.
* Low attendance

**Lunch Session**

If a child is funded and attends the lunch session, the parent/carer can use the 1 hour from their funded hours but if their hours exceed either the 2 year funding, universal or extended hours then any hours above the funded hours will be invoiced.

**All charges are to be paid through Eastfield Primary schools online Arbor account.** A payment notice will be sent by text message and a paper copy will be given to the parents named on the parent/carer declaration.

In instances where parents with joint parental responsibility are separated, a verbal agreement between Bradgate preschool and both parents will be made to ensure there is a clear understanding of who the invoice will be given to. If the named parent does not make a payment by the expected due date the second parent on the parent carer declaration will then be invoiced.

Payments are to be paid through your Arbor account using your Debit card. Any problems accessing Arbor please go to the main school office. If using Government Gateway vouchers please screen shot the payment value and email to office@eastfield.bepschools.org

**Invoices are due monthly, in advance of their child’s sessions.**

**Late payment of fees**

* Invoices are sent out on the 14th day of the month before the child’s sessions have been attended and the payment is due.
* Payments are due on the 1st of the month before the child’s sessions have been attended.
* If payments are not received by the next month’s payment due date, a written payment reminder will be issued . This will include a time scale of events on a case by case process with specific deadline set for the payments to be made by.
* Failure to clear the outstanding debt by the requested date may result in the loss of your child's session. Sarah Dronfield, Preschool Manager will discuss with you, which session/sessions will be dropped.
* If the debt remains unpaid after the specified deadline, we will be compelled to refer the matter to the Trust finance team for further action.

Should a problem arise concerning payment of fees, parents should speak to Sarah Dronfield, Preschool Manager, as soon as possible. Confidentially will be assured.

**Payment Plans**

In cases of financial difficulties payment plans can be arranged with weekly/monthly payment of fees. These can be arranged through the Finance Manager at the main school office.

**Pre-school Closure & Fees**

In the event that pre-school has to close due to severe weather/other events for example: - no heating or water supplies, other unforeseen circumstances and circumstances out of our control etc, then fees are still payable for this time.

If pre-school has to close for an extended period of time, then this will be reviewed per circumstance.

In the event of Bank Holidays, fees will not be charged if the child attends on the day of the Bank holiday.

In the event of a clossure: - A member of school staff will endeavour to contact individuals by Tapestry, email, or phone as soon as possible to do so.

**Notice Period**

A 1 month written notice must be given should a parent wish to withdraw their child from the setting or change their sessions. Any circumstances that a parent feels may warrant an exception to the usual notice period must be discussed and agreed in advance with the Preschool manager.

**Attendance and sickness** (Refer to our **Attendance policy/procedure** for more information regarding attendance.)

If a child is unable to attend due to illness or appointments charges will still occur.

If a child fails to attend any sessions for 4 weeks without a return date in writing, their place may be withdrawn.

**Costs for Trips and Experiences**

Any additional costs for trips or experiences will be communicated, where possible at least 3 weeks in advance. Trips and experiences are requested as a contribution, however if trips cannot be covered financially by parents contributions they may be cancelled.

**To view our Complaints procedure please go to :-**

[**https://bepschools.org/wp-content/uploads/sites/8/2024/08/BEP-Complaints-Procedure-2024-v1.pdf**](https://bepschools.org/wp-content/uploads/sites/8/2024/08/BEP-Complaints-Procedure-2024-v1.pdf)

**Policies referred to can be found on the Eastfield primary school Website.**