

## SECTION 4

### General Welfare Requirement: Organisation

Providers must plan and organise their systems to ensure that every child receives an enjoyable and challenging learning and development experience that is tailored to meet their individual needs.

## Organisation

### 4.5 Free Entitlement and Invoicing

#### Policy Statement

It is our intention to make our setting accessible to children and families from all sections of the local community, regardless of financial means.

We aim to ensure that parents are aware of all funding and financial support that they may be entitled to.

#### EYFS key themes and commitments

1.2 Inclusive practice	2.1 Respecting each other	3.3 The learning environment 3.4 The wider environment	
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#### 2 Year Old Funding Scheme

Children 2 years old who meet the eligibility criteria and have a minimum of 6 eligibility points can apply for 2 year funding. This funding covers up to the first 15 hours (or 5 sessions) of pre-school provision free of charge each week during term time, no fees or charges will apply at any time for this entitlement.

Please note, you could be offered additional sessions, where available, but these will be chargeable.

#### 3 & 4 Year Old Funding Scheme

Children aged 3 and 4 years old have an entitlement to the first 15 hours (or 5 sessions) of pre-school provision free of charge each week during term time, no fees or charges will apply at any time for this entitlement.

Please note, you could be offered additional sessions, where available, but these will be chargeable.

### **3 & 4 Year Old Free Entitlement Allocation**

- The free entitlement starts the term AFTER the child is 3 years old
- The free entitlement will consist of a maximum offer of 15 hours per week or 5 sessions – a session is regarded as 3 hours morning session or lunch plus afternoon session
- Allocation is limited to available hours and is as flexible as possible
- Free entitlement is calculated as the first 15 hours of booked sessions per week any hours over and above the free entitlement are chargeable
- Parents normally take up the maximum free entitlement of 15 hours, but are under no obligation to do so.
- Parents will not be able to defer allocation of the free entitlement to a following term, each term is applied for separately
- The free entitlement can be split across more than one provider up to the maximum of 15 hours per week
- Full-Time sessions (30 hours per week) are only offered exceptionally on social grounds, under the current HCC funding scheme, with independent professional supporting evidence, e.g. Health Visitor

### **Invoicing**

- All parents are informed of the costs of their child's sessions before they begin attending the setting. They are informed of the cost per week, per half term and the total due for the term
- Parents are able to pay flexibly by cash, cheque, BACs or childcare voucher but are asked to be up to date with their fees by the end of every half term

### **Paying by Cash / Cheque / BACS**

- Parents are invoiced at the end of the first month of attending to inform them of any fees outstanding and the total they need to pay by the end of the half term
- Parents are invoiced again three weeks before the end of term with any outstanding fees due by the end of term

### **Paying by childcare voucher**

- Parents are given a statement of payments at the end of the first month of attending to inform them of any fees outstanding and the total they need to pay by the end of the half term
- Parents are given statement of payments again three weeks before the end of term with any outstanding fees due by the end of term

If fees are not paid on time Young Discoverers reserves the right to reduce children's sessions down to their free entitlement only. If you experience financial difficulty or a change in circumstances please speak to the manager as soon as possible so we can agree a suitable way forward.

This policy was adopted by

Young Discoverers

On

18<sup>th</sup> September 2012 (date)

Signed

Name of signatory

Mrs Karen Keene

Role of signatory

Manager