Play Sessions, Fees and Charging

Preschool sessions are held Monday to Friday and our opening hours are;

Monday 8am to 6pm
Tuesday 8am to 6pm
Wednesday 8am to 6pm
Thursday 8am to 6pm
Friday 8am to 6pm

We have 24 places available per session for children aged 2, 3 and 4 years old. Parents and carers may use their child's free Early Years entitlement flexibly within the settings opening hours. **We offer** morning sessions (Alburgh) 8-9am start, through to 12.30pm or 1.30pm if children stay for lunch & (Harleston) 8-9am start, through to 11.45am or 12pm. We offer afternoon sessions (varying times to be agreed) and all-day sessions, which begin between 8-9am and end from 3pm onwards (times to be agreed).

Free Government Early Learning and Childcare universal entitlement is available to all 3- and 4-year-olds from the term after they are 3 years old (15 hours, term time), for working parents you may be able to claim extended hours (a further 15 hours, term time). You can stretch the funding to cover 50 weeks of the year as required.
If you are a working parent, you can apply online to find out if you are eligible for (30 Hours Early education funding). However, you must apply before the start of the term that your child is eligible to receive the funding, if successful, you will be given a code which you need to give to the preschool along with your date of birth and NI number.

We are also registered for 2-year funding, however; this is only available if your child is eligible to receive either working parent funding (30 hours) or (15 Hour) funding for low-income families (Neo funding).
Neo funding comes into effect the term after your child's 2nd birthday. Parents must apply online **BEFORE** the start of the new term, you wish your child to start preschool and if successful will be given a funding code. https://fiso.norfolk.gov.uk/synergy/neo/neo.aspx
The link to apply for working parent funding is https://www.gov.uk/free-childcare-if-working/apply-for-free-childcare-if-youre-working

Parents that apply after the deadline and receive a code after the start date will not be able to access the funding until the following claim period.

We have revised our funding agreement with Norfolk County Council, which now enables us to claim Early Education funding for rising 2-yr olds, however children are not able to start at the setting until their 2nd birthday.

There is more information about the funding entitlement on our websites
www.alburghwithdentonpreschoolnursery.co.uk
www.harlestonpreschoolnursery.co.uk

Under both schemes your child is entitled to funding, this may be spread between providers.

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We are able to offer parents/carers a 'stretched offer' enabling parents the chance to stretch your child's entitlement; taking fewer than the funded hours per week (over 38 weeks of the year), and banking the remaining hours, banked hours can then be used over the school holidays.

The free entitlements will be delivered consistently so that all children accessing any of the free entitlements will receive the same quality and access to provision, regardless of whether they opt to pay for additional hours.
Families accepting a 2-year-old funded place will be able to claim the entitlement until their child(ren) is/are eligible for either the 3- and 4-year-old funding universal entitlement or working parent entitlement.

Early Education is offered within the national parameters.
Which means that, there are fully funded places for families, and these sessions are available Monday to Friday from 8am-6pm.

- no session can be longer than 10 hours
- there is no minimum session length (subject to the requirements of registration on the Ofsted Early Years Register)
- Early Education cannot be delivered before 6.00am or after 8.00pm
- parents can use the funding entitlement at a maximum of two sites in a single day

If your child is not eligible for funding, or their hours exceed the number of eligible funded hours in a week (15/30) the remainder of the hours will be charged to the parent/carer at the normal hourly rate, which at present is £4.30 per hour (Sept 26).

Government funding is intended to cover the cost of delivering 15 or 30 hours a week of free, high quality, flexible childcare only. It is not intended to cover the cost of meals, consumables, additional hours or additional services. Snack is provided by the setting at no cost to families, however children staying for lunch will require a packed lunch, to be brought in from home. Further details about preschool packed lunches can be found in Policy PCG036 Snacks and Lunches.

Parents are required to provide any consumables e.g. nappies, sun cream etc.. for children attending the setting.

The current hourly rate is £4.30 per hour (Sept 26), where hours are not funded as Early Education by the Local Authority; this includes any additional hours that the child may attend e.g. holiday and after school clubs or additional sessions.
Your child's Early Education entitlement is free, parents are not charged a 'top up' fee to cover any difference that there may be, between the amount we receive from the local authority and our current hourly rate.

There are no additional charges applied when taking up a paid or free entitlement place for your child e.g. for food, deposits, registration fees, late payment fees etc. are £0.00

The fee for sessions is agreed at the end of the summer term, and any new charges are put into place at the beginning of the Autumn term. We are a registered charity and a non-profit making business. Fees only increase as necessary and not as a yearly requirement, as a result fee increases are not a regular occurrence.

Accepted payment methods are; childcare vouchers/ standing orders, bank transfers, direct debits, cash or cheques.

Prior to your child's admission to the preschool, you will be required to state the number of sessions, and on which days you will require each week; All efforts will be made wherever possible to accommodate your choices, subject to availability.
As part of the registration process, parents/carers are required to provide documentation to evidence their child's date of birth. This is to confirm they have reached the eligible age for the funded entitlement. A copy will not be retained but may be requested again later by the Local Authority for audit or fraud investigation purposes.

There are no deductions available for your family holidays and sicknesses.
Everyone is welcome at our Preschool regardless of their race, culture, religion, sex or disability.

If you have any difficulties in meeting your childcare costs please speak to the manager, member of staff, treasurer or trustee who can arrange for you to spread the payments.

In the event that the preschool should become full, a waiting list system will be put into place. As a vacancy becomes available the place will be offered to the child at the top of the list. Priorities may be given to children on the recommendation of either Social Services, Health Visitor or at the discretion of the Preschool staff.

Please note.
Should you wish to increase your child's hours, during their time with us. Please be aware that if we are full at the time and do not have any additional spaces for your child to increase their hours; your child may have to wait until the next available opportunity, before he/she can increase their hours to receive their maximum funded hours.

All fees will be payable unless specific arrangements have been agreed and whilst a childcare agreement remains in place. Should you wish to terminate your childcare agreement with us, you must provide 4 weeks' notice, in writing to the preschool.
Any funding entitlement claimed beyond the notice period, is transferrable to your new childcare provider via the local authority where the funding criteria is met. Where a child leaves the setting before the end of the agreed notice period, we will seek authorisation from the local authority to claim any funding applicable to your entitlement, up to the end of the notice period.
Our fees are reviewed annually, and families are be given at least 6 weeks' notice in writing to inform them of any change and given the opportunity to discuss their options with the manager.
Where a time lapse has occurred between the point of enquiry and your child's start date, we ask that you should check that the information shared about funding and fees remains current, so that any applicable charges can be checked / finalised before your child starts.

At present we do not charge a deposit or registration fee to secure a place at our preschools, however, should you decide not to send your child, and have previously reserved a place. Please let us know as soon as you have made your decision in order that we can allocate the place to another family on our waiting list.

All fee-paying families are issued with an invoice via the Famly App, at the start of each month, for fees in advance. You can arrange for this to be paid weekly or monthly, however, the balance for each term must be paid by the end of the term.
The invoice is itemised to provide clear and transparent information concerning the charges as agreed. It will allow parents/carers to see that the entitlement is received completely free of charge and understand additional fees that have been applied.

Tax Free Childcare
If you sign up to the Governments scheme and set up an online childcare account, for every £8 you pay in the Government will give you £2 to go towards the cost of childcare. This account can be used to pay for childcare up until your child's 11th birthday the link to apply for Tax Free Childcare is; https://www.gov.uk/tax-free-childcare

Universal Credit
If you are in receipt of Universal Credit and pay for childcare while you go to work, Universal Credit can pay some of your childcare costs. More information can be found by clicking on the link below https://www.gov.uk/guidance/universal-credit-childcare-costs

Shared funding entitlement
To ensure smooth weekly transitions for your child, we will work closely with you to discuss and agree how your child's overall care, will work in practice where the entitlement is split across different providers, and where possible when families transfer their funding claim to a new setting.

Our Complaints Policy is available to all families as part of the registration process. It is available as a hard copy if preferred or online on our website.
If you are not satisfied that your child is receiving the free entitlement in the correct way (as set out in this funding agreement and in Early Education and Childcare Statutory guidance for local authorities), a complaint can be submitted directly to the manager Jayne Rayner.

The preschool Admissions (PCG001) policy and the Play Sessions, Fees and Charging and Charging Policy (PCG023) are available to all families as part of the registration process. They are also available to be viewed on our website.

Our setting has made a Flourish Pledge, which means we are working together with the local authority to make Flourish the shared ambition of everyone working to improve the lives of children and young people in Norfolk.