



Little Pips Pre-School
At the Camden Centre

Care and Education for 2-5 year Olds

Charity No. 1139360

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Ofsted Registration No. 2557644

FEES FROM SEPTEMBER 2021

Little Pips "Fee Structure and Sessions Times" is attached.

Sessions which have been booked in advance will still need to be paid for even if your child is absent due to sickness, holiday or other absence. Certain situations may be given consideration and need to be discussed with the Manager at the time of the absence.

Every effort has been made to keep session fees as low as possible. Discretionary assistance will be considered where there is genuine hardship. All requests will be considered by the Finance Committee.

Payment Schedule

All invoices will be sent out monthly. This will enable parents/carers to ensure that their account is up to date. It is expected that amounts outstanding will be settled by the end of each month in which they are due and no later than the middle of the following month (i.e. 15th day of the month). If payment has not been received by the end of the month a reminder letter will be sent. If payment has still not been received by the 15th day of the following month then your child will not be able to attend the Pre-School for any chargeable sessions until the account is paid in full.

Individual payment schedules can be agreed in advance at the discretion of the Finance Committee.

Payment Methods

Little Pips Pre-School's preferred method of payment is direct into the Pre-School bank account, details of which are given on the invoice. Your child's name should be given as a reference.

Cash payments are no longer accepted by the Pre-School unless there are exceptional circumstances. For any payments made in cash there will be an additional charge of £1.50 per £100 received to cover our administrative costs.

The Pre-School accepts childcare vouchers. Further information can be obtained from the Manager or the Office Administrator.

Free for Two Funding

We are able to offer "Free for Two Funding" for eligible two year olds.

Applications for funding can be made through the Pre-School OR on line at <https://www.kent.gov.uk/education-and-children/childcare-and-pre-school/free-childcare/free-childcare-for-2-year-olds> and will require parents to provide relevant documentation including evidence of benefits received and your child's birth certificate.

When the application is approved your child will be offered up to 15 hours of funding per week during term time.

Funded Childcare

As a minimum all three and four year olds who attend Little Pips Pre-School at The Camden Centre are entitled to 15 hours of funded education (Universal Hours) a week during term time (38 weeks in total). However, some families may be eligible to additional funded hours. Little Pips can offer a total of 30 hours for those families who are eligible. (See "**30 Hours Funded Childcare**" below)

Funded hours are agreed at the beginning of Terms 1, 3 and 5. It is not possible to alter these hours until the following Term 1, 3 or 5. However, you may increase your child's attendance during the term, depending on the availability of sessions, and pay the additional hours or sessions as detailed above. Children become eligible for funding at the start of the first full term (Terms 1, 3 and 5) after their third birthday.

Any requests for changes to attendance, whether chargeable or as part of a claim for funded hours, must be received in writing before the start of the term in which they are to take effect. Little Pips reserves the right to reject any chargeable increases to

a child's attendance where there are fees outstanding or where there have been issues with non-payment of fees.

Funded hours can be shared with one other setting e.g. Little Pips Pre-School and one other registered setting or childminder.

"30 Hours Funded Childcare"

Little Pips Pre-School offers **30 hours** funded childcare to eligible families.

This offer will be available in full sessions from 8.00am to 5.30pm Monday, Tuesday, Wednesday, Thursday and Friday (excluding the lunch period 12 noon to 12.30pm) dependent on numbers of children booked in each session. Please refer to the Fee Structure and Session Times attached.

Eligibility for this funding can be obtained by the parent/carer through the following website.

www.gov.uk/government/publications/30-hours-free-childcare-eligibility

"Tax-Free Childcare"

Little Pips Pre-School is registered under the Tax-Free Childcare scheme.

Tax-Free Childcare and 30 hours funded childcare are two separate government schemes, to help parents with the cost of childcare. You can apply for both through one online application.

To qualify for either scheme, parents must be working and each earning at least £120 a week (on average) and not more than £100,000 each a year.

Parents can use "Tax-Free Childcare" alongside the 15 and 30 hours funded childcare schemes in England, or any funded childcare hours provided by the Scottish, Welsh or Northern Ireland governments.

Parents cannot use "Tax-Free Childcare" at the same time as they receive childcare vouchers, Universal Credit or tax credits. However, 30 hours funded childcare can be received alongside these schemes.

When you apply, you'll be considered for both these services through the same application. You'll only be asked to decide which support you want if you're on tax credits or using a childcare voucher or salary sacrifice scheme. You should check what help you could get with childcare costs, using the childcare calculator. This will help you decide which support is best for you.

Additional Activities

Little Pips Pre-School may offer additional activities during the week at an additional cost to the pre-school. Parents are requested to make a voluntary contribution towards the cost of these activities if their child attends during the session when the activities are offered. Each child is encouraged to take part in the activity and each activity is designed to offer an enhanced learning opportunity with a professional from outside the Little Pips staff team. For example, ball skills, singing, music and movement.

Our fees are subject to review on an annual basis. Next Review September 2022

Signed Dated

Name Position