



Little Pips Pre-School
At the Camden Centre

Care and Education for 2-5 year Olds

Charity No. 1139360

1st Floor, The Camden Centre,
Market Square, Tunbridge Wells,
Kent TN1 2SW
Tel: 01892 616160
Mobile: 07423 669862
www.littlepipspre-school.co.uk
email: manager@littlepipspre-school.co.uk

Ofsted Registration No. 2557644

FEE POLICY FROM APRIL 2024

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. The only exception to this will be if we are unable to provide the booked session for any reason.

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 Committee.

Payment Schedule

All invoices will be sent out monthly in advance. This will enable parents/carers to ensure that their account is up to date. It is expected that amounts outstanding will be settled before commencement of the month to which they relate (i.e. November invoices would be issued on 1st October and are to be paid no later than 31st October). If payment has not been received a week before the start of the charging month a reminder letter will be sent. If payment has still not been received by the last day of the 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 may be agreed in advance at the discretion of the Committee.

Payment Methods

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

Cash and cheque payments are no longer accepted by Little Pips unless there are exceptional circumstances. Any payments made in cash or by cheque will incur an additional charge at a rate of 5% of the amount received, to cover our administrative costs.

Little Pips 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 should be made online at <https://kent.cloud.servelec-synergy.com/Synergy/KentFreeFor2.aspx>. Once eligibility has been confirmed, parents will need to provide Little Pips with a Free for 2 code, their date of birth and their National Insurance number and complete an application for a place. When the application is approved your child will be offered up to 15 hours of funding per week during term time. Your child will not be able to take up a place until these steps have been completed.

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 (September), 3 (January) or 5 (April). 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 after their third birthday, i.e Term 1 (September), Term 3 (January) and Term 5 (April).

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.

"Working Parent Entitlement for 2 year olds (15 hours) and 30 Hours Funded Childcare for 3 & 4 Year Olds"

Little Pips Pre-School offers **15** or **30 hours** funded childcare to eligible working 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.

To qualify for either the Working Parent Entitlement for 2 year olds or 30 Hour Funding for 3 & 4 year olds, each parent (or the sole parent in a single parent family) will need to earn a minimum of the equivalent of 16 hours per week at minimum wage, but no more than £100,000 net per year. (Two-parent households require both parents to be working in order to receive this funding.)

Eligibility for Working Parent Entitlement for 2 year olds can be checked by the parent/carer through the following website: www.childcarechoices.gov.uk

Eligibility for the 30 Hour Funding for 3 and 4 year olds can be checked by the parent/carer through the following website:

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

If eligibility is confirmed, parents will need to provide Little Pips with their Eligibility Code, their date of birth and National Insurance number to enable Little Pips to claim the funding.

It is the parents' sole responsibility to ensure the eligibility is reconfirmed regularly in line with Government requirements. Failure to do so could result in funding being discontinued and your child's place at Little Pips being withdrawn.

"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.

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 will be considered for both these services through the same application. You will 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.

Holiday Club

Fees for Holiday Club bookings will be invoiced at the time of booking and are expected to be paid within seven days. Funded hours are not available during Holiday Club.

After School Club

After School Club fees will be invoiced a complete month in advance, for example, fees for November would be invoiced on 1st October and payment should be received in full by 31st October, before attendance commences. Late payment of fees will affect future bookings.

Cancellations

All bookings for sessions including term time, Holiday Club or After School Club remain chargeable and non-refundable.

If you no longer require the services of Little Pips, we require one month's written notice and all outstanding fees should be paid in full before your child's final session.

Late Collection Fees

Late collection of your child will result in a fee of £5 for every 15 minutes over the session time. If collection is beyond our closing time of 5.30pm, there will be a flat rate fee of £15 for the inconvenience made to our staff.

Deposits

Little Pips will charge a deposit for new fee-paying families upon confirmation of acceptance of a place. Deposits will be charged as follows:

Pre-School: 25% of your first month's invoice up to a maximum of £100

After School Club: £45 set fee

Holiday Club: The equivalent of one week's fee to be paid at the time of booking.

All deposits will be offset against your first invoice. Deposits will be non-refundable if you decide not to take up the place.

Our fees are subject to review on an annual basis. Next Review September 2024

Signed

Dated

Name

Position