



Next Steps Pre-school of Elms Vale, Church Road, Dover, CT17 9LW  
Tel: 01304 226234  
Registered Charity No. 1156391

### **Payment/Funding Procedure 2023-24**

When your child started at the pre-school you signed a joining form and agree to the terms and conditions of childcare offered by the preschool (which are on the preschool website or can be emailed).

Terms/holidays dates are in line with Kent County Council 38-week calendar (attached to parent board in the setting) and two delivery patterns; the first pattern we offer is 3-hour session in the morning and afternoon (except for Tues which is only a morning session), we offer a lunch time every day except Tues, which is charged at an hourly rate of £5.50 from Sept 2023)

Lunches are not compulsory when using the Free Early Education (15 hours) but if required you do need to book everyday on the self-registration form when coming into pre-school and are only charged if your child attends.

Our second delivery pattern is if you are claiming the extended Early Years entitlement (30 hours)

No deposit is required but a £25 annual administration fee is now required when joining the preschool. You do not have to give any notice if you leave the preschool if you are claim funding, but we would appreciate if you did, so that we are able to offer your place to another family.

Free Early Education is available for 3- & 4-year-olds and you can access up to 15 hours and further 30 hours extended if you are entitled, a week over 38 weeks per year so; please make sure your child attends during the headcount weeks below to ensure your funded hours can be claimed. The days your child does can be changed termly, if notice is given over hours claimed as part of Free Early Education.

There is also Free for 2 funding, so please ask for more details about the eligibility criteria. A parental Declaration form needs to be signed every term to record the hours you have requested.

#### **Headcount Weeks for this academic year are:**

Autumn Term: Monday 11 September – Friday 15 September 2023

Spring Term: Monday 15 January – Friday 19 January 2024

Summer Term: Monday 22 April – Friday 26 April 2024

If you are applying for the 30 Hours Free Childcare – Extended Entitlement you need to visit [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk). You need to apply the term before you require the funding.

You will receive a 11-digit code which you need to bring into the preschool, so that your funding eligibility can be checked, this will include lunches, as it is extended and works over a different but free delivery pattern, as the preschool is open for 31 hours a week. If you qualify for this extended entitlement, you can decide what hours (if they are available) that you would like to do.

**For children not claiming Free Early Education** or requiring extra wrap around care

If your child is not entitled to Free Early Education, fees (£5.50 per hour from Sept 2023) need to be paid in advance of using childcare, such as weekly, fortnightly or monthly. If your child goes into a new hour this is changed as a full hour.

Childcare vouchers (payment through your employment) or Tax-free childcare ([www.gov.uk](http://www.gov.uk)) can be used but these need to set up with the Manager. Please put your fees (cheque or cash) in an envelope and write on it the amount and the dates that the monies cover. All money needs to be given in at the door as this gets logged in a book (do not put in your child's bag).

Receipts will be issued after payments are logged by the Finance Manager every Friday and then entered into a weekly record and then to your individual account, which will have all details of your hours including your Free Early Educational place and payments you have made. Invoices will be issued to all parents/carers for sessions and wraparound hours owed and will be monitored on a four-week cycle to stop anyone going into arrears. Please do not hesitate to ask if you need to clarify anything.

When you are receiving letters reminding you about your late payment, after three invoices there will be a £25 admin charge put on your invoice. If it is not settled after this there will be a further charge of £10 every time a further invoice is issued.