



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

Payment/Funding Procedure 2025/26

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).

Free Early Education Free for 2-year-olds is available if you met the criteria this is for 15 hours a week you will need to access this via Kent County Council website, and you will be given a code to put on your funding claim form.

From Sept 2025 we will have one delivery pattern when claiming hours only and this can now include lunches as well, but any extra hours over the claimed hours on your funding forms will be charged this will be at £6.00 an hour.

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 claiming 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 universal funding and further 15 hours extended funding 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.

Parents working eligibility funding for 2 years old, for up to 30 hours a week so please ask for more details about the eligibility criteria.

The days your child does can be changed termly, if notice is given over hours claimed as part of Free Early Education.

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 2024: Monday 8th Sept – Friday 12th Sept 2025

Spring 2025 Monday 12th Jan – Friday 16th Jan 2026

Summer 2025: Monday 27th April – Friday 1st May 2026

If you are applying for the 30 Hours Free Childcare – Extended Entitlement, or Parent working eligibility funding for 2-year-olds you will need to visit 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, for 30 hours extended funding.

For children not claiming Free Early Education and parent working eligibility funding or requiring extra wrap around care

If your child is not entitled to Free Early Education, fees (£6.00 per hour from Sept 2025) 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.

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.