

10.10 FUNDING POLICY AND PROCEDURE

Reviewed April 2021 CI

The Government provides funding for each child in the term following their third birthday, for up to 15 hours free entitlement per week. Children who are eligible for Government funding but do not use it to pay for sessions at our pre-school will be charged at rates defined on our website as below.

<http://cavershamheightspreschool.org/about-us/session-times/>

When your child becomes eligible for funding you will be provided with a Funding Form which you must return completed with your child's birth certificate and recent (within 3 months) proof of your address. We need to check these documents and will return them without taking any copies.

Children may be eligible for up to 30 hours free entitlement per week. Please check eligibility and details on how to apply for an eligibility code which must be provided to us before the funded term begins here: <https://www.gov.uk/30-hours-free-childcare>

Sessions for the term must be booked before headcount day at the start of each term, as we cannot claim funding after this date. Any child starting after this date or wishing to add sessions during a term will be charged for that term's sessions.

Funded children must be attending pre-school by the local authorities headcount day to be eligible for funding otherwise fees will be required to be paid at full government funding rates. Fees are not refundable for holidays, short illnesses or other occasional absences. Refunds for extended unavoidable absences are made at the discretion of the Committee.

If you choose to withdraw your child from pre-school, notice of at least 12 weeks must be given using the "Notification of Leaving Form" found on our website (<http://cavershamheightspreschool.org/wp-content/uploads/2020/11/202011-Notification-of-Leaving-Form.pdf>). If insufficient notice is given, fees may be charged (at full government funding rates) for any hours within the 12 week period which cannot be claimed from the Government (for example hours falling within a new term for which the child will not be attending headcount week).

Children who are not eligible for the Early Years (three and four year old) Government funding will be charged as defined on our website as below.

<http://cavershamheightspreschool.org/about-us/session-times/>

This policy was adopted by	Caversham Heights Pre-school	<i>(name of provider)</i>
On	_____	<i>(date)</i>
Date to be reviewed	April 2022	<i>(date)</i>
Signed on behalf of the provider	_____	
Name of signatory	Katharine Yarwood	
Role of signatory (e.g. chair, director or owner)	Pre-School Supervisor	
