

## **Safeguarding and Welfare Requirement: Information and Records**

Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met.

## **10.2 Admissions, Fees and Charges**



### **Policy statement**

It is our intention to make Fairhaven Preschool accessible to children and families from all sections of the local community. We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.

### **Procedures**

#### **Administration:**

- We ask for an optional one off payment of £15 to cover your child's registration.
- We ensure that the existence of our setting is widely advertised in places accessible to all sections of the community.
- We ensure that information about our setting is accessible, using simple plain English, in written and spoken form and, where appropriate, provided in different community languages and in other formats on request.
- We arrange our waiting list taking into account the following:
  - Date of application
  - Date of Birth and date of entry to school
  - Home address
  - Siblings already attending
  - Special needs
- Early Education is offered within the national parameters –
  - No session to be longer than 10 hours
  - No minimum session length (subject to the requirements of registration on the Ofsted Early Years Register).
  - Not before 6.00am or after 8.00pm
  - A maximum of 2 sites in a single day

- We describe our Preschool and its practices in terms that make it clear that it welcomes fathers and mothers, other relations and other carers, including childminders.
- We describe our Preschool and its practices in terms of how it treats each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion, and ethnicity or from English being a newly acquired additional language.
- We describe our Preschool and its practices in terms of how it enables children and/or parents with disabilities to take part in the life of the setting.
- We support children and/or parents with disabilities to take full part in all activities within our setting.
- Please refer to our SEND Policy concerning the SEND support on offer to children and how we support families to choose the right setting for their child with SEND.
- We aim to identify all children that may attract any additional funding such as EYPP, DAF, SEND Inclusion Fund and any locally available funding streams with a view to submit a claim/application to support and improve their outcomes. **This will be in partnership with families and consent will be sought prior to submitting a claim/application.**
- We monitor the needs and background of children joining our setting on the Registration Form, to ensure that no accidental or unintentional discrimination is taking place.
- We share and widely promote our Valuing Diversity and Promoting Equality Policy.
- Failure to comply with the terms and conditions may ultimately result in the provision of a place being withdrawn.
- Registration forms are to be completed for every child by their parent/carer.
- As part of the registration process, parents/carers are required to provide their child's birth certificate to evidence their child's date of birth. A copy will not be retained but may be requested again at a later date.
- **Families accepting a 2-year-old funded place will be able to claim the entitlement until their child(ren) is/are eligible for either the 3- and 4-year-old funding universal entitlement or working parent entitlement.**
- To ensure a smooth transition for the child, we will work closely with families to discuss and agree how a child's overall care will work in practice where an entitlement is split across different providers, and where possible when families transfer their funding claim to a new setting.
- Preschool is open during normal school terms on a Monday, Tuesday, Wednesday, Thursday and Friday.
- Fairhaven Preschool operates for 38 weeks of the year, in line with the term dates on the Norfolk Schools Calendar. We will work with parents to ensure that as far as possible the hours/sessions that can be taken as funded provision are convenient for parents' working hours.

- The funded hours can be claimed (to the maximum available)
  - Monday                    9.15 – 3.15
  - Tuesday                    9.15 – 3.15
  - Wednesday                9.15 – 3.15
  - Thursday                   9.15 – 3.15
  - Friday                        9.15 – 3.15
- A 9 am early drop-off service is offered every morning at a fee of £1.50 per morning, payable in advance. This is not covered by the government funding.
- The Admission and Charging Policies are issued to all families as part of the registration process.
- We will work in partnership with parents, carers, childcare providers, the local authority, and other organisations to improve provision and outcomes for children in their setting. Where required we will seek parent / carer consent to collect, share and use your information in accordance with the Data Protection Act and General Data Protection Regulations.
- Our setting has made a Flourish Pledge, which means we are working together with the local authority to make Flourish the shared ambition of everyone working to improve the lives of children and young people in Norfolk.

## Funding

Funding forms are required to be completed in advance of each term, for **ALL** funding types. These will be distributed by Fairhaven Preschool with a deadline date. Failure to complete this form will result in you being charged the full rate of our fee's, as outlined in this policy, due to us not being able to make your funding claim without the completed form. Should you have any issues or questions relating to the funding form please do speak with a member of the management team.

### **2 year old funding:**

15 hour early education funding - you may be eligible for 15 hours of early education funding for your 2 year old if you are on low income, in receipt of certain benefits, your child is looked after by the local authority, adopted, in receipt of DLA (Disability Living Allowance) or have an EHCP (Education, Health Care Plan).

You will need to complete an eligibility check and sign up for a Norfolk Education Online (NEO) account and give your personal details, contact details, National Insurance Number, your child's details and documentary evidence. Visit [norfolk.gov.uk](http://norfolk.gov.uk) for more information.

30 hour early education funding - you may be eligible for 30 hours of early education funding for your 2 year old if you are working parent/s, who individually earn more than £8,670 but less than £100,000 adjusted net income per year. For couples, the rules apply to both parents, so both must earn at least £8,670 and neither can earn more than £100,000. You can apply for this funding through the childcare choices website where they will issue you a code which we use to claim your funded

hours. For children wishing to start during the term in which they have their second birthday, a funding code must have been applied for and obtained in the claim period prior to the second birthday.

### 3-4 YEAR OLD FUNDING:

Universal offer - All 3-4 year old's living in England are entitled to 570 funded hours of early education and childcare, over 3 claim periods each year. This is known as the Universal Offer and equates to 15 hours per week term time only.

30 hours funding for working parents: You may be entitled to 30 hours of funded childcare for 38 weeks of the year. You do not have to use the full 30 hours. You may share your child's care with other providers. Apply via the Childcare Choices website and you will receive a code which you will need to give to us so that we can claim for your child's entitlement. You can also call the HMRC Childcare Service helpline on 0300 123 4097.

- Government funding is intended to cover the cost to deliver 15 or 30 hours a week of free high quality, flexible childcare only. ***It is not intended to cover the cost of meals, consumables, additional hours or additional services.***
- Additional hours and services will be charged at the current hourly rate where hours are not funded as Early Education by the Local Authority.
- The entitlement is offered free. Parents will not be charged a 'top-up' fee to recoup the difference between the amount received from the Local Authority and the current hourly rate.
- Charges for additional services such as trips will be agreed in advance with families.
- The free entitlements will be delivered consistently so that all children accessing any of the free entitlements will receive the same quality and access to provision, regardless of whether they opt to pay for optional hours or services.
- All families are issued an invoice unless the balance equals zero. The invoice will provide clear and transparent information concerning the charges. It will allow parents/carers to see that the entitlement is received completely free of charge, and understand any additional fees that have been applied.
- Invoices are issued at the beginning of each term, showing the full amount due. Payment is due termly or half termly within the time specified on the invoice. In exceptional circumstances alternative payment arrangements may be available. Payment can be made by BACs transfer, cash or cheque payable to Fairhaven First Steps Preschool. The Preschool reserves the right to pass on any charges incurred due to insufficient funds.
- If fees are not paid on time, a reminder letter will be issued with a final payment date. If fees are not paid by the time of the revised payment date, a second reminder letter will be issued. The child will be excluded from attending any further sessions if full payment of fees is not made by

the date on the second reminder. The child's place will be held open for a period of one week, at the end of which, it will be rescinded and offered to another child.

- There will be an annual fee review usually at the commencement of the academic year. However in exceptional circumstances fee increases may occur at any time throughout the school year.
- Short term absences due to illness will require full payment of fees. A child's place will be terminated if unadvised absence extends beyond three weeks. Any other circumstances will be at the discretion of the committee.
- When a Preschool outing is arranged, no Preschool session will run on that day and no refund given for that session. Participation in outings is voluntary and any costs relating to the outings will be advised in advance.
- In the event you wish to withdraw your child from Preschool, you are required to provide half a term's advance notice. If your child does not attend their original sessions during that half term period, you are still liable for the payment of that half term's fees.
- Should you wish to change your child's day(s) of attendance, please speak to the manager. Should you wish to reduce the number of sessions your child attends, you must provide half a term's advance notice. If your child does not attend his original sessions during that half term notice period, you are still liable for payment of that half term's fees.

## **Invoicing**

Our invoices are issued via email shortly after the funding forms have been returned and input onto the funding portal, (the beginning of each term).

Invoices will be broken down into daily charges, showing each day your child is due to attend Fairhaven Preschool in that term, how many hours of that day are funded and the charge (if any) for any additional hours that day. It will also breakdown the 'consumables charges' into daily amounts, these are detailed further below.

Funded children's hours can only be changed at the beginning of each term and any additional sessions you may require mid term will be charged at our normal rate.

Payment will be split into 2, 1 for each half term and are to be paid by the deadline date provided on the invoice.

## **Chargable extras for families accessing a funding entitlement**

Fairhaven Preschool charges a small consumables fee for each session, that is broken down into 3 areas.

These areas are detailed below, and cover a wide array of extras that we offer, the lists are not extensive. This fee covers the cost of the additional things you and your child will receive, over and above what the government funding pays for basic childcare, during your time at Fairhaven Preschool.

Generally it is expected that most families will opt to pay these chargeable extras, so that their

children will receive other activities that are not directly related or necessary for the effective delivery of the Early Years Foundation Stage (EYFS) statutory framework, alongside snacks and consumables prepared and supplied by Fairhaven Preschool.

These fees, together with the funded hours and any additional non funded hours, will be agreed at your initial signing up meeting and included within the signed charging policy agreement.

Unless there are exceptional circumstances, chargeable extras can only be varied termly, along with a change in hours attending. Any changes you are wishing to make need to be done so in writing, 4 weeks before the start of the new claim period to avoid incorrect fees being charged.

Claim period start dates; 1st April, 1st September, 1st January.

### **Our chargeable extras for families accessing a funding entitlement**

We have split the 'consumables' or 'chargeable extras' fee into 3 categories following the guidance of the Local Authority - consumables (food based), non-food consumables and optional services and activities.

#### **Optional services and activities;**

These services and activities are not expected to be provided as part of the EYFS. Fairhaven Preschool prides itself on the things that it can offer over and above other settings. We are always keen to get the children involved and aware of their local community, making regular visits to different businesses and establishments within the village, as well as them coming to us. We like to expose the children to a variety of activities, from outside bodies, that will deepen the children's understanding of the world and spark interest and passion for all sorts of things from a very young age. We pride ourselves on going above and beyond to allow the children to express themselves and find the things that they enjoy, while having fun and spending time with others, in a safe and secure environment. Our staff attend regular training sessions to enhance their knowledge on new and exciting ways to deliver activities to the children.

Such as:

#### **• Additional classes;**

- o Music sessions
- o Dance/Yoga
- o Animal encounters
- o Physical activity classes and workshops
- o Outdoor experiences
- o Character visits

• Enhanced small group activities;

- o Visits to the forest
- o Visits to feed the ducks
- o Seasonal and Celebratory crafting
- o Gardening including supplies
- o Cooking including ingredients
- o Outdoor adventures eg, off site walks into the community
- o Guest visitors

• Parent/Carer events;

- o Parents evenings
- o Transition evenings
- o Open days
- o Arranging regular trips for parents/carers to attend with their children
- o Graduation ceremonies for school leavers
- o End of term parties and gifts

• Premium access to the online learning journal Tapestry, this will include weekly/fortnightly photograph updates of your child partaking in various activities within their time at preschool, as well as special occasions and wow moments. This will also allow you to share special moments from home, along with a full PDF journal at the end of your time at Fairhaven Preschool, which can be printed into a book or saved to a computer for you to have a memoir of your child's journey within Fairhaven Preschool.

**Non – food consumables;**

At Fairhaven Preschool we like to treat all our children equally, and no child is made to feel different to others. In order to help achieve this, we provide several non – food consumables that all children will have access to as and when they need them. The only things we ask you to provide outside of this is nappies and nappy cream.

- Wipes
- Nappy bags
- Suncream (SPF 30 or higher)
- Non-essential PPE for personal care

**Food consumables;**

During your child's day at Fairhaven Preschool they will be offered 2 opportunities for a healthy snack, one in the morning and one in the afternoon. We provide many options to the children and will

allow them to choose what they would like to have. Examples of these could be, fruit, vegetables, salad, crackers, breadsticks, rice cakes and toast. During times of celebration, such as Lunar New Year and when doing a relatable story to food, we provide specific specialist food, such as noodles, pancakes and unusual foods for taste testing. We acknowledge that when children are sat together eating the same foods around the table, they are more willing to try new foods and in turn this gives them the opportunity to eat a broad variety of foods.

Our fees for chargeable extras per session (half day); £1.50 broken down as follows:

Optional Services and Activities - 60p

Non - Food Consumables - 20p

Food Consumables - 70p

These fees will be charged where a family has opted in as part of their childcare contract.

Families who opt out of the payment will need to cover the cost of any item Fairhaven Preschool has had to supply to their child in order to provide the basic care needs of the child, in full. By opting out, children's participation within the optional extras will be limited.

The ability to switch between opting in or opting out of these charges can only be done termly, and not part way through. If you are unable to pay for, or wish to amend your contract, please speak with Gem or Vikki to discuss the alternative options.

It is not possible to select items from each list for your child to participate or for you to supply, fees are applied in full (all 3 charges) where attendance is anticipated as part of your agreed childcare contract.

### **Fees:**

The following fees apply when families claim a funded entitlement as part of childcare arrangement

- Additional hours

Additional hours including those not funded by the local authority will be charged at the current hourly rate. (listed below)

- Additional services

Charges for additional services such as trips/outings will be agreed in advance with families.

- Consumable Charge (split into the 3 areas listed above)

There are no charges for meals, families must provide a packed lunch for their child attending during lunch.

If you are unable to pay these charges, please speak with the manager **Gemma Bloom** to discuss the alternative options available. *If your child receives EYPP (Early Years Pupil Premium) or you are receiving 2 year old funding because you are on a low income and receive certain benefits, the consumables charge will also be voluntary for you.*

Other charges include -

- Registration Fee - We ask for a one off payment of £15.00 to cover your child's registration. This fee is charged to secure a place at the setting. If your child will be claiming funding, this is a voluntary charge.
- Late Collection - This fee will be charged when children are not collected on time at the end of their session. We reserve the right to charge £10.00 per 10 minutes of lateness to cover staffing costs.

Our fees are reviewed annually in September at the beginning of the academic year. Families will be given at least 6 weeks' notice in writing to inform them of any change, and given the opportunity to discuss their options with the manager **Gemma Bloom**.

Where a time lapse has occurred between the point of enquiry and their child's start date, families should check that the information shared about funding and fees remains current so that any applicable charges can be checked / finalised before the childcare arrangement (contract) is formalised.

Our fees:

Sessions	Time	Cost
Hourly Rate		£7.50 - 2 Year Olds £6.25 - 3+
1. Early Club	9:00 am - 9:15 am	£1.50 not covered by government funding
2. Mornings	9:15 am - 12:15 pm	£22.5 (2 year olds) £18.75 (3-4 year olds)
3. Lunch (Bring own packed lunch)	12:15pm - 1:15pm	£8.50 (2 year olds) £7.00 (3-4 year olds)
4. Afternoon	1:15 pm - 3:15 pm	£15 (2 year olds) £12.5 (3-4 year olds)
5. All Day (am, Lunch & pm)	9:00 am - 3:15pm	£46 (2 year olds) £38.25 (3-4 year olds)
6. Registration Fee	One payment	£15.00
7. Consumables fee	Per session child attends	£1.50 per session £3.00 full day

<p><b>8. Additional Costs</b></p>	<p><b>Late Collection</b></p> <p><b>Payable if your child is collected late to cover staffing costs.</b></p>	<p><b>£10 per 10 mins of lateness</b></p>
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### Additional information

#### • **Optional Services and Activities**

We are required to deliver the funded entitlements consistently, so that all children within Fairhaven Preschool accessing any of the funded entitlements receive the same quality and access to provision, regardless of whether they choose to pay for voluntary hours, voluntary extra services, meals or consumables.

The reference to quality refers to the Early Years Foundation Stage (EYFS) Statutory Framework which is mandatory for all early years providers in England and sets out the standards that must be met to ensure that children learn and develop well and are kept healthy and safe.

Our optional services and activities are not directly related or necessary for the effective delivery of the EYFS statutory framework. Invitations and opportunities to participate will not be extended to families who have opted out.

#### • **Non – food consumables**

Where families opt to supply the listed items instead, sufficient supplies of these must be brought to preschool every day when your child is accessing their funded entitlement because there is no capacity to store any items at preschool permanently.

ALL the listed items must be packed in a rucksack (or similar) which is clearly labelled with your child's full name. It is not possible to select certain items to supply.

Families are responsible for checking that their child arrives at nursery with sufficient supplies of these items so that we can provide for your child's individual care needs.

#### • **Food consumables (all food brought in from home)**

Please refer to our Nutrition and Food policy where families have opted to provide their child's snack while at preschool.

Our policy is in line with the EYFS nutrition guidance issued by the Department for Education in ensure that snacks and drinks provided to children are healthy, balanced and nutritious.

Our policy in brief for packed lunches and food brought from home (including snacks);

1. We are committed to following the Early Years Foundation Stage Nutrition Guidance in ensure snacks and drinks provided to the children are healthy, balanced and nutritious.
2. Your child's individual dietary requirements including preferences, food allergies and any special health requirements will be collected as part of our registration process.
3. Where appropriate, a risk assessment will be completed, and we will work with you to adopt an individual dietary plan for your child.
4. All staff who prepare and handle food have received training in food hygiene which is updated every three years.
5. Fresh tap water is always available and accessible.
6. A balanced and healthy snack is offered to children attending both morning and afternoon sessions.
7. Families supplying their child's meals and snack must;
  - Refer to the list of items which can be provided (our list ensures suitable and

practical food products are supplied which promote healthy eating and avoids crosscontamination or risk to children with dietary requirements)

- Apply the four hour rule for items that must be kept cool
- Avoid using single use plastic such as cling film, sandwich bags and packaging

8. It is not possible to refrigerate or reheat food brought in from home. All food must be suitably packed (waste free) in a clearly named insulated lunch bag, prepared to minimise choking risk and ready for your child to consume.

9. If snacks are not supplied as agreed, the food consumable fee will be charged in full.

This policy was adopted by	<b>Fairhaven Preschool</b>	<i>(name of provider)</i>
On	November 2026	<i>(date)</i>
Date to be reviewed	November 2027	<i>(date)</i>
Signed on behalf of the provider	<i>David Keenan</i>	
Name of signatory	David Keenan	
Role of signatory (e.g. chair, director or owner)	Preschool Committee Chairperson	