SCALLYWAGS PRE-SCHOOL, HALWILL

FUNDING AND FEES AGREEMENT
(including Notice Period)

The Child Registration Form refers to this Funding and Fees Agreement and asks the parent/carer to confirm that they have read this document and understand their obligations. Please speak to us if you have any questions.

This document refers to the procedures and obligations concerning payment of fees and funding entitlements. Please also see our "Information about Funding and Paying for Childcare" leaflet which describes the different types of funding and how to check eligibility/apply.

Overview

1. Parents will be responsible for paying for their child's place at Scallywags unless:

    a. The child is eligible for Universal Entitlement Early Years Education Funding (15 hours) and there is enough funding entitlement to cover the hours booked
    b. The child is eligible for Working Families Early Years Education Funding (30 hours) (evidence of entitlement to be shown to the Administrator) and there is enough funding entitlement to cover the hours booked
    c. The child is eligible for Two Year Old Funding (if you claim certain benefits) and there is enough funding entitlement to cover the hours booked (evidence of entitlement to be shown to the Administrator)

2. Bookings are taken on a half-termly basis (it is possible for children to start part way through the half term, subject to availability). When children first start, parents will be asked on the Child Registration Form which sessions they would like to book. Subsequently, midway through each half term, Scallywags Pre-School will ask parents to confirm the sessions they wish their child to attend during the following half term. (Please see our Admissions Policy for further details about sessions and how spaces are allocated.)

3. Changes to the booked sessions will be considered by the Pre-School Leader and/or Management Committee subject to availability and individual circumstances but cannot be guaranteed.

4. Parents are asked to ensure their child attends regularly and to inform Scallywags if their child is unable to attend for any reason (Absence Slip available by the signing-in register or on request.)

5. Scallywags will issue an invoice for all the booked hours/sessions on the first Friday of each half term. If you require a printed invoice, please ask the Administrator. All booked hours/sessions must be paid for, or funding claimed if entitled, even if the child is absent (e.g. due to holidays, illness, late drop off or early collection). Scallywags Pre-School still needs to pay costs such as staffing, insurances, memberships and hall hire. Exceptional circumstances will be considered on an individual basis. Please also see re Late collection below (Pg 4)

6. Entitlement to Early Years Education Funding will not start until Scallywags Pre-School have been shown evidence of the child's date of birth.

7. Scallywags Pre-School reserves the right to seek reimbursement of fees from the parent/carer if they have provided false information in relation to funding entitlement.

8. The funding rate and our hourly chargeable rates do not cover all the costs associated with running a session. We rely on fundraising, grants and donations to make up the shortfall and ask all families to support with this.

Fees for Unfunded Sessions

- Scallywags Pre-School charges an hourly rate for sessions which are not covered by funding. Please ask for details of the current hourly rate.

Universal (15 hours) Early Years Funding

- All children are automatically entitled to 15 hours free childcare (Early Years Education Funding) from the term after their 3rd birthday, until they start school.

- Scallywags will apply for funding on the family's behalf.

To receive funding during the following terms:	Your child needs to be 3 years old BEFORE:
Spring Term (1 January – 31 March)	1 January
Summer Term (1 April – 31 August)	1 April
Autumn Term (1 September – 31 December)	1 September

Working Families Entitlement (30 Hour) Funding

- Some families will qualify for additional funding, totalling 30 hours. Subject to opening hours and availability, it is possible to use the maximum 30 hours funding with Scallywags Pre-School.

- Eligibility criteria applies. It is the parent/carer's responsibility to check whether they are entitled to Working Families Entitlement Funding at www.childcarechoices.gov.uk. This should be done during the term before the funding is to be claimed.

- If the family is eligible for Working Families Entitlement (30 hours) funding they must provide the Scallywags Administrator with evidence of the 30 hours code (e.g. a screen shot or email), together with National Insurance Number(s) and Date(s) of Birth of one or both parents, so that the code can be registered with Devon County Council. Scallywags will not be able to claim the funding until this information has been provided and

registered with Devon County Council. This ideally needs to be done during the term prior to when the funding is to be claimed.

- Parents/carers must reconfirm their eligibility (via their Government Gateway account) when prompted by HMRC every 3 months. If this is not done, eligibility will lapse, and the parent/carer will become responsible for paying for sessions not covered by the funding (subject to any Grace Period).

2-Year-Old Funding (for families in receipt of certain benefits)

- Some families are eligible for 2-year-old Funding. Parents on the Department of Work and Pensions list will be sent an invitation asking them to check their eligibility on the Citizens Portal.

- Parents that are not on the DWP list that DCC already hold information about and who they know are eligible, will be sent confirmation of their eligibility from noreply@devon.gov.uk. Parents must show this message to Scallywags as proof of eligibility. They will need to take a copy for their records

- Parents/carers can check eligibility, even if they do not receive notification of entitlement, if they think they may be eligible by checking on the Citizens Portal

- The parent/carer must provide evidence of eligibility before the funding can be claimed.

- If a child is entitled to two-year-old Funding, this will start from the date specified on the notification of entitlement, or from the term after the child turns two (details of terms are shown on page 2). (Note: children can start attending Scallywags from their 2nd birthday)

- There is a Devon County Council webpage for parents about 2-year-old Funding
  Funded care and education for 2-year-olds – Education and Families (devon.gov.uk)

Invoices/Funding Claim

- Invoices (issued half termly) will state how many hours funding will be claimed. The parent/carer should speak with the Administrator if they do not agree with this figure or have any queries.

- **Fees should be paid within 4 weeks of the date on the invoice. If you are unable to pay in this timescale you should speak to the administrator at the earliest opportunity to arrange a Payment Plan**

Moving to Scallywags from another Provider

- If a child has moved to Scallywags from another childcare provider, and that provider is continuing to claim funding under a notice period, Scallywags Pre-School may charge for the child's place for up to 4 weeks after the start date. Scallywags will discuss this with the parent/carer before issuing an invoice, after checking if the former childcare provider is still claiming funding.

Using funding with more than one Provider

- Funding can be split between more than one childcare provider (not more than 2 in one day).

- The parent/carer must inform Scallywags if the child attends another provider and if they are claiming funding.

- Scallywags Administrator will discuss the child's funding claim with the other provider(s) to ensure that there is no overclaim (as set out in the agreement between Devon County Council and childcare providers).

Absence/Sickness/Late collection

- Scallywags can claim funding for up to two weeks (ten days) of absence per academic year (e.g., due to holiday or sickness).

- If a child is absent for more than two weeks, Scallywags reserves the right to charge the family for the hours which the child was due to attend. Scallywags would discuss the options with the parent/carer. The parent/carer could possibly use some of their remaining funding entitlement instead of paying fees (this would result in the child having less available funded hours to attend during the remainder of the academic year).

- Scallywags reserves the right to charge for late pick-ups (over 10 minutes late) where no advance notice or reasonable explanation is provided (acceptance at the discretion of Committee). The cost for this will be £5 per 15 minutes from the booked pick-up time. (e.g. 10 mins late – no charge. 11 to 15 mins late - £5 charge. 16 to 30 mins late - £10 charge. 31 to 45 mins late - £15 charge etc.) Please also see our Uncollected Child Policy.

Early Years Pupil Premium

- Early years providers can get extra money to enhance the education they provide to support children's development, learning and care. For more information on the Early Years Pupil Premium please see: devon.cc/the-early-years-pupil-premium or speak to our Administrator.

- Parents/carers are asked to provide their full name(s), date(s) of birth and National Insurance Number(s) so that eligibility can be checked by Devon County Council.

Special Educational Needs/Disability Living Allowance

- There may be additional funding available if your child has extra needs. If your child is in receipt of Disability Living Allowance, or you wish to discuss any additional help your child might need whilst at Scallywags, please speak with the Pre-School Leader or Administrator.

Notification of Leaving/Notice Period

- Parents are requested to give at least four weeks' notice of an intention to leave Scallywags Pre-School.

- Scallywags Pre-School reserves the right to charge for sessions which are cancelled with less than four weeks' notice. Exceptional circumstances will be considered by the Pre-School Leader and/or Management Committee.

- Under our agreement with Devon County Council, if a child leaves Scallywags Pre-School with less than four weeks' notice, we are entitled to continue claiming funding (if the child is eligible) for up to 4 weeks after the child has left. This could result in there being insufficient funding for a new childcare provider to also claim. The parent/carer would be advised to discuss this with both Scallywags Pre-School and the new provider to avoid unexpected charges being incurred.

How we handle personal information relating to you and your child

- Your personal data is being used by Scallywags Pre-School for the purposes of providing childcare services and fulfilling our contractual agreement, including claiming early years funding from Devon County Council. We undertake to ensure your personal data will only be used in accordance with our Privacy Notice which can be accessed on our website or on request from the Pre-School Leader or Administrator.

- The information provided will be shared with Devon County Council (DCC) who may share it with the Department for Education, Department for Work and Pensions, neighbouring Local Authorities and Her Majesty's Revenue and Customs to confirm your child's eligibility and enable Scallywags Pre-School to claim early years funding on behalf of your child. For more details read Devon County Councils Privacy Notice