



Funding and Fee Paying Policy

As a registered charity, Penhill Playgroup is a non-profit making organisation. However, we still have costs such as rent, staff wages, insurance and bills to pay, and therefore need to make a charge for our service. We try to keep this low and in line with other local settings.

If you pay fees for your child to attend, you may pay weekly, monthly or termly, by cash, cheque (made payable to Penhill Playgroup) or via BACS. Receipts will be provided on request. Invoices will be issued for monthly and termly payments, with a due by date.

From April 2024, our fees are £6 per hour for 3 and 4 year olds and £7 per hour for 2 year olds. A child will become eligible for the 3 and 4 year old rate from the beginning of the month after they have turned 3. So if a child is 3 on the 7th of May, for example, they will pay the 2 year old fee of £7 per hour, until the beginning of June. The fees are reviewed annually by the committee.

If we do not receive payment by the due by date, a reminder will be sent out and/or a telephone call made to the parent/carer reminding them that their fees are overdue. If no payment is received or contact made within 2 weeks, a final reminder will be sent to the home address explaining that if fees are not paid within another 2 weeks, then legal proceedings may follow and any late payments will incur an additional £10 late fee.

Fees are due even if your child is absent, whether through parental choice, holiday or illness. However, we want to be accessible to all families, so if you find that you are having difficulty paying, please speak to the Manager, in confidence, as soon as possible, so that alternative arrangements can be made.

Early Years Funded Entitlement (EYFE)

All children are eligible for Universal Early Years Funded Entitlement (EYFE) from the term following their third birthday. The 'cut off' dates are 31st December, 31st March and 31st August. So a child born in May would get funding from the following September. The EYFE (£5.82 per hour from April 2024) provides up to 15 hours of funded provision per week, for 38 weeks of the year.

In order to claim the Universal EYFE, children need to be registered and attending the setting by Headcount day, which is usually a Thursday in the second or third week of term. Children starting after this date may be charged for sessions, unless there are exceptional circumstances, such as moving into the area after Headcount Day. If you wish to change your child's hours part way through a term, please speak to the Manager, as it is not usually possible to increase the funded sessions part way through a term, so you may be charged for any increase in hours that you wish your child to have.

2 Year old Early Years Funded Entitlement (EYFE)

Penhill Playgroup is able to take children who are eligible for the Local Authority issued 2 year old EYFE and the 2 year old EYFE for Working Families, but as our admissions policy states, are unable to accommodate them until the term that they turn 2½ years old.



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To find out if you are eligible for either of the 2 year old EYFE please contact the Family Information Service 01243 777807, go to the website www.westsussex.gov.uk and search for 2 year old funding or access the Government website www.childcarechoices.gov.uk

The 2 year old EYFE (£8.27 per hour from April 2024), whether Local Authority issued or Working Family awarded provides up to 15 hours of funded provision a week for 38 weeks of the year. Children entitled to 2 year old Local Authority issued EYFE can start at any point during the term.

Children claiming the 2 year old EYFE for Working Families must be registered and attending the setting by Headcount Day at the beginning of the term and parents must take responsibility for reconfirming their eligibility online every 3 months.

Extended EYFE (30 hours funding)

Although Penhill Playgroup is not able to offer the full 30 hours Extended EYFE, we are happy to offer up to 15 hours a week (or 18 hours a week if your child is attending the Pre-School group) towards it. Parents must apply online www.childcarechoices.gov.uk the term before they wish to start using the funding (the earliest you can apply is the term before your child is able to claim the Universal EYFE) and inform us of their eligibility code, as soon as possible. Parents must also take responsibility for reconfirming their eligibility online every 3 months, to ensure their extended funding continues. Parents must also make it clear on the Funding Declaration Form that they are using Extended EYFE. The Manager can help with the completion of these forms to ensure the information is correct.

All parents claiming any EYFE will be required to fill in and sign the West Sussex Parent Declaration Form and an original copy of the child's birth certificate or passport will need to be seen as evidence of the child's identity and date of birth. For two year old Local Authority issued EYFE, we will also need your unique 5 digit reference number, which is on your award notice and for Extended EYFE or 2year old Working Families EYFE, we need to know your eligibility code, parent's date of birth and National Insurance number.

If your child attends more hours than the funding covers, or attends before they are entitled to funding, then you will need to pay for their sessions at Playgroup.

Each term, West Sussex check that the children we are claiming money for are actually attending the setting. This is why it is important to notify us if your child is going to be absent, so that our register is accurate and up-to-date.

As part of the requirements for offering Early Years Funded Entitlement (EYFE), a pre-school, playgroup or nursery is regularly inspected by OFSTED (Office for Standards in Education). Our most recent inspection (July 2024) reflected that our setting is "good". Please ask if you would like to see a copy of the inspection report. Alternatively, it can be viewed on the OFSTED website www.ofsted.gov.uk

This policy will be reviewed at least annually.



www.penhillplaygroup.org.uk

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For fee paying Parents/Carers, please complete and return this form.

I agree to abide by the payment terms and conditions set out in the Fee-Paying Policy and will speak to the Manager as soon as possible, if I have any questions or concerns about being able to pay the fees.

Signed: _____

Name (please print): _____

Date: _____