



Shoreham Village Pre-School Pricing Policy & Free Early Education Core Offer 2023 – 2024 Academic Year

This is the Shoreham Village Pre-School Core Offer to all children including those in receipt of 'Free Early Education' (FEE) for the 2023/2024 Academic Year and is effective for the Autumn Term 2023. The core offer also outlines our basic terms and conditions of attendance for all children including those not in receipt of Free Early Education. It may be subject to change depending on any new funding systems which may be introduced by Kent County Council (KCC), from March 2024 or Government at any point in the future. We will endeavour to inform you of any changes to the pricing structures as we become aware of them.

All children become eligible for Free Early Education Universal Entitlement the term after their 3rd birthday. The guideline dates are 31st December, 31st March and 31st August and they are set by the government. Each child's Free Early Education Entitlement is calculated from when they first become eligible, currently the government state that annually a child is entitled to 570 hours spread over 38 weeks within the academic year. Sessions are on Mon – Fri, 9am-12pm. We also operate afternoon sessions Mondays to Thursdays, from 12.20-3.20pm and a Lunch Club on all full days from 12 – 12.20pm.

Our Term Dates and Available KCC Funding for 2023/2024 Academic Year are:

Autumn Term 2023:

Monday 4th Sept – Friday 20th December 2023 (Half Term 23rd – 27th Oct) 14 weeks of funding

Spring Term 2024:

Friday 5th January – Thursday 28th March 2024 (Half Term 12th – 16th Feb) 11 weeks of funding

Summer Term 2024:

Monday 15th April – Friday 19th July 2024 (Half Term 27th – 31st May) 13 weeks of funding

Although we have made every effort to ensure that our term dates during this academic year align with those of Shoreham Village School there are some slight differences so as to align with the KCC funding allowances, these are at the end of term 1 and the start of term 3.

For children who are eligible for "Free for Two's" Funding through KCC and for children who are eligible for Free Early Education Universal Offer, Shoreham Village Pre-School offers up to 15 hours of free Early Years Education a week. We offer by agreement places under the Free Early Education Extended Entitlement for working parents, where parents wish to access this funding they must provide their 11-digit eligibility code in advance of requesting their sessions. We offer our funded hours in 3 hour slots. These 3 hours are taken within our morning and afternoon sessions.

To access the full 15 hours of free early education at Shoreham Village Pre-School without incurring any costs a single 3 hour session should be taken on each day of the week. Any deviation to this pattern may result in costs for lunch hour cover and additional session fees.

Shoreham Village Pre-School aim to not limit the number of funded places we offer per session to best enable parents and carers to select the sessions which best meet their needs and those of their children. There may though be occasions where we are unable to offer funded places in a session although we will make every effort to accommodate all requests. Kent County Council allow you to



share your universal entitlement funding with 1 other childcare provider should you choose to not take your full allowance at Shoreham Village Pre-School.

Funded Session Limits

Please note that at Shoreham Village Pre-School the maximum number of hours claimed per week cannot exceed 18 hours / 6 sessions per week. The 18 hours can be made up of any combination of universal and extended entitlement, further sessions can be attended but these must be paid sessions.

30 Hours Fully Free Place

Shoreham Village Pre-School can make one place available under the 30 hours scheme completely free of charge, in order make use of this place the parent or carer must collect the child at 1200 and return them at 1220 each day they attend. If you wish to discuss this place, please apply to the supervisor, this single place is excluded from the 18 hour per week limit. Please note that any late collection or drop off will result in the costs for lunch club being incurred.

Fee Structure

We want to ensure that parents/carers can see clearly what they are entitled to receive free of charge, and what they are liable to pay for, because at Shoreham Village Pre-School, we believe in open communication with all our parents, carers and staff.

	Non-Funded Children & Additional Sessions	KCC Funded Sessions via FEE/FF2
3 Hour Session	£26 Per Session	FREE
Voluntary Fruit & Snack Contribution *	75p Per Session	75p Per Session
Lunch Club	£4 Per Day	£4 Per Day

These charges are for all the sessions you expect your child to attend. There is no refund if your child does not attend the session due to Holidays, ill health, weather disruption or for any other reason.

***Session fruit & snack** - we ask for a 50p donation per session towards the cost of fruit and other snacks which are provided for snack.

Review of Early Years Entitlement Claim – Every child’s entitlement will be reviewed annually in the Term before their ‘annual entitlement’ ends and if any additional sessions are due they will be offered to the family and equally if any sessions attended are over their entitlement then fee’s will be due. This is unlikely to occur in majority of cases but is a possibility and we would speak with you well in advance of such occurring.

Closure for Inset Days and Bank Holidays – If the pre-school is closed on a day your child usually attends and your child attends more sessions per week than is provided by the KCC funding then this amount will be discounted from any paid sessions owed during a term. Where a child only attends funded sessions and wishes to attend an alternative session during the term please contact the pre-school supervisor to agree a session they can attend in place of the missed session.



Deposit – The Deposit fee is payable to hold your place on the Waiting List and to cover the costs of administration, this is not charged for children joining under the free for 2 scheme. For children joining at 3 or 4 who are claiming free early education and are “fully funded” the deposit amount will be refunded in full at the start of your first term. Fully funded is taken as only attending KCC funded sessions and no lunch clubs or other paid sessions in the first full term.

Change of Hours – Your child’s Contracted hours are as set in the Invoice for the term ahead. A term’s notice is required if you wish to reduce your child’s hours, if you reduce these mid-term you will be required to pay for the remaining agreed sessions. If you wish to increase your child’s hours we will endeavour to fulfil your request, space dependant. We can only increase your child’s Free Early Education Entitlement at the beginning of each full term (Terms 1, 3, 5). If you increase sessions mid-term you will be liable for fee’s incurred until the next available point to increase funding.

Notice - A full term’s notice is required in writing or you will be liable for a full term’s fees. For avoidance of doubt ‘term’ is defined as a full school term e.g. Autumn, Spring, Summer.

Delayed School Start - Parents are entitled to use their child’s Free Early Education Entitlement at Shoreham Village Pre-School until the child reaches the compulsory age for School attendance. If you do not wish for your child to start Primary School in the September of their first school academic year then they may remain at Shoreham Village Pre-School until their 5th birthday.

Absence - Full fees are payable for non-attendance due to holidays, parental choice or sickness, except in exceptional circumstances, agreed in advance, and at the Committee’s discretion.

Late drop off – The gates to pre-school are open from 08:50 until 09:00 each day to allow your child to be dropped off for a morning session, we collect children for the afternoon session from the pre-school gates at 12:20 on all days we are open for the afternoon session. If you arrive at pre-school outside of these times we may not be able to open the gates to allow you to drop your child off as this would impact our OFSTED mandated staffing levels. If you know you are going to be late to drop children off for a session, please contact pre-school to inform us to see if this can be accommodated although this cannot be guaranteed. If your child does not attend a session due to not being dropped off on-time, then no refund or alternative session will be provided.

Late pick up - If you know you are going to be late then please telephone the Pre-School to inform us, and where possible, make alternative collection arrangements. Staff will not allow any children to leave the premises with someone who is not a regular carer without prior notification, as stated in our Late Collection Policy. Children collected more than 5 minutes late will incur an initial £3.00 charge and a further £3.00 for every 15 minutes your child is in our care.

Unforeseen Circumstances – In the unlikely event that we are forced to close the pre-school due to unforeseen circumstances, such as snow or power cuts etc, unfortunately we will be unable to refund the cost of these sessions.

Special Trips - From time to time Shoreham Village Pre-School arranges special day trips, visits and special occasion sessions. Generally, if additional costs to the parents or carers are involved, then it is usually optional as to whether your child attends the outings. We will only be able to provide these trips and occasions if parents support us by contributing towards the cost. If your child does not come on the outings then they may make up their sessions at another time within that term. This is subject to agreement with the Committee, in advance.



Other Shoreham Village Pre-School Events – During the year we invite the children to attend various events in Pre-School, even if it is not their ‘contracted session’ such as Christmas Play, Sports Day and other special visitors. This can form part of any missed Free Education Entitlement claimed where the pre-school was closed on a day usually attended by a child.

Free Early Education Entitlement Funding – All parents and carers claiming Free Early Education entitlement at Shoreham Village Pre-School are responsible for accurately compiling and returning their declaration form by the start of each relevant term. For those parents accessing the Extended Entitlement it is their responsibility to ensure that KCC and HMRC are kept up to date with any changes in their circumstances which may affect eligibility for the additional funded hours.

Where errors with a parent or carers declaration such as over claiming hours, claiming in more than the permitted number of settings, late application for 30 hours funding or any other reason result in Shoreham Village Pre-School not receiving the requested funding from KCC the parent or carer is liable for payment of any requested sessions that have not been funded at our stated non-funded 3-hour session rate.

Payment Terms - Our invoices are issued at the start of terms 1, 3 and 5 for payment of that full terms sessions in advance, children joining at other points will have invoices issued at their start date. Fees are due as per the payment due date on the Invoice. Should you wish to pay your Invoice in two amounts then this is acceptable for all invoices of over £100 and the dates for this this are shown on the invoice. A £30 surcharge will be added to all invoices remaining unpaid after the final date shown on the invoice. Any ‘ad-hoc session’ invoices must be paid by return upon issue.

We hope this Pricing Policy and the set out of our Core Offer for those in receipt of Free Early Education, has made our offer and terms and conditions clear. Should you wish to discuss any element of the contents please do feel free and able to seek further information/guidance from the pre-school supervisor or committee.

Parents are expected to actively take part in fundraising and contribute towards outings, visits and special occasion sessions. Shoreham Village Pre-School very much hopes to be able to continue to offer children these valuable learning experiences, and we are grateful to you for your support which enables us to do this.

We ask you to sign and return a copy of this policy as proof of agreement to the Pricing Policy and Core Offer and as acceptance of a place with us at Shoreham Village Pre-School. If we do not receive this signed copy by your child’s start date at Shoreham Village Pre-School in this academic year then your child’s place may be withdrawn.

Childs Name:

Signed:

Signed:

(Parent/Carer)

Date:

Date: