

SESSION FEES AND FUNDING INFORMATION

The session fees are determined by the Management Committee. With effect from **1st September 2014** the session fees are **(NB This supersedes any previous notification of session fees):**

- Cost per 3 hour session for children not in receipt of nursery education funding - **£9.50**
- Cost per 2 hour session for children not in receipt of nursery education funding - **£6.25**
- Cost per 'Munchkins' Lunch Club session for those not using as part of early education funding - **£3.50** (Please provide a packed lunch)
- Cost per 2 hour 'Stay and Play' session (9am to 11am or 1pm to 3pm) for children not in receipt of early education funding - **£4.50**
- Cost per 'Visitor' 3 hour session (for children who do not regularly attend Prebend Pre-school) - **£12.50** (to be paid before session requested)
- Cost for 'Short Notice' 2 or 3 hour sessions (for children who regularly attend Prebend Pre-school) as above for children not in receipt on early education funding and those who have exceeded their 15 hours of funding in a week.

Please note that 'Short Notice' and 'Visitor' sessions can only be offered if staff ratios allow. A 'Short Notice & Visitor Request' form must be completed (available from the folder on the table outside Pre-school) and payment must be made before the start of the session requested (unless prior arrangement with the Finance Officer to pay by childcare vouchers)

Free Early Years Places

Your 2 year-old child may qualify for a free early years place if:

- your home address is in Nottinghamshire, and
- they are classed as a "Looked After Child" (A "Looked After Child" is a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their Social Services function. The term "Looked After Child" would include a child who was previously "Looked After" but, immediately thereafter, became subject to an adoption, resident or special guardianship order.)

or you receive one of the following benefits:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- Guarantee Credit element of State Pension Credit
- Child Tax Credit, but not Working Tax Credit and your yearly income does not exceed £16,190 (as assessed by Her Majesty's Revenue and Customs)

You can apply when your child becomes 2 years old. If they are 2 between:

1st September and 31st December – Apply between September and December, eligible from January

1st January and 31st March – Apply between January and March eligible from April

1st April and 31st August – Apply between April and August eligible from September

For further information please contact 0300 500 80 80, email enquiries@nottsc.gov.uk or visit <http://www.nottinghamshire.gov.uk/caring/children/childcare/free-nursery-places/>

All 3 and 4 year olds are entitled to 15 hours of free early learning and care per week over a minimum of 3 days a week, over 38 weeks of the year. This applies until they reach compulsory school age (the term following their fifth birthday).

- Children who are 3 in January, February or March can have their free place from the start of the Summer Term.
- Children who are 3 in April, May, June, July or August can have their free place from the start of the Autumn Term.
- Children who are 3 in September, October, November or December can have their free place from the start of the Spring Term.

You do not have to use all five sessions with the same provider; you may split your sessions between two providers, if there are places available, as long as all providers are informed. Please note, you do not have to use all five sessions if you do not wish to do so, but you may not have more than five funded sessions. If your child is eligible you will be asked to sign a funding form confirming your child's sessions during the first few weeks of term. The grant will be paid directly to Pre-school.

Each term, providers have a deadline for claiming this funding. The local authority may not be able to fund a child who has not taken up a free entitlement place by this date. Funding is for a minimum of half a term; if your child moves to another provider during a term then you need to inform the new provider as soon as possible, to see if a free early years entitlement place is available.

If you take more than 15 hours per week, or for longer than 38 weeks per year, there will be a charge for these additional hours.

It is a requirement that parents/carers notify settings when their children are absent for whatever reason in order that this can be recorded in the register for audit purposes.

Extra support for children with Special Educational Needs and Disabilities

The Local Authority is committed to supporting early years and childcare providers to work towards an inclusive approach and to meet the individual needs of all children. Pre-school can apply for inclusion funding to help with extra staff costs of supporting children with additional needs. For more information, speak to our Special Educational Needs Co-ordinator (SENCO).

Additional Funding Support

Depending upon your circumstances there may be some additional funding that you can access to, including:

- Tax credits
- Employer childcare vouchers

Please visit <https://www.gov.uk/childcare-tax-credits> for further information or contact our Finance Officer.

We are a successful and popular Pre-school but over the past few years we have seen a drop in our numbers due to the economic climate and a drop in birth rate. We have subsequently extended the variety and flexibility in the sessions we now offer. We have 7 members of staff who as well as attending session times, work hard to complete the large amount of paperwork to track your child's ongoing Early Years progress. We also have an Administration Officer and a Finance Officer. The fees you pay and voucher money cover the majority of staffing and rent costs, but not completely. This is why we do as much fundraising as possible. Without the extra money that fundraising brings we could not afford to stay open. We are a non-profit organisation and every penny made goes to the Pre-school.

As a charity the Pre-school is managed by a committee and, unlike a school which has the support of School Governors, the State Education System, Local Education Authority and head teachers, our Pre-school operates with just the committee supporting the staff. It is so important that we have your input to get things right and run the Pre-school as you wish it to be run. We are working hard to ensure that your child's time at the Pre-school is as rewarding and satisfying as possible. Remember, this is your Pre-school and you can have an influence on the way it is run so please come and talk to us at any time. We value every individual contribution. Committee members are volunteers so do not get paid for the work that they do on your behalf. We appreciate that there are some parents who would like to become more involved with the Pre-school but are unable to commit to joining the committee. Any parent contribution is welcome.

We will forever be reliant upon you, the parents and carers, to continue to attend and support all of our fundraising events because without your generosity we could not continue to function or open. The committee are working hard to sustain the future of Pre-school in these uncertain economic times but we need your help. So please come along to any event or meeting that you can. New ideas and suggestions are always welcome and help is never turned away!

If you have any questions about this or any other matters then please do not hesitate to speak to a member of staff or committee.