**Collingwood Pre-school**

Fees and FEEE Policy

# Payment of fees

The pre-school fees are based on a half-termly fee which is the full fee payable before applying any funded entitlements. We notify parents/carers by invoice of the payment required in the first week of the half-term. The payment is usually due by the second Friday of each half term.

The Management Committee may review the fees at any time and will inform parents/carers of the revised amount at least one month before it takes effect. If parents/carers do not wish to pay the revised fee, they may end their Agreement by giving the pre-school one month’s notice.

All payments should be made by BACS where the facility is available, or by cash.

If the payment is made by cash or BACS, it is the parents/carers responsibility to request a receipt from the Manager as proof of payment.

Late payments will incur a late payment fee of £20.00.

In addition, a charge of £20.00 will be made for each occasion of re-presented payments and on the issue of each late payment letter issued to you. If further action is required to recover unpaid fees, additional charges may be made in lieu of any costs of recovery incurred.

If the payment of fees referred to in our Terms and Conditions 3.3 is outstanding for more than 14 days then the pre-school may terminate the Agreement. Once the contract has been terminated, the child shall cease to be admitted, and the notice of termination shall be regarded as a formal demand for outstanding monies.

No refund will be given for periods when children do not attend a session due to illness or holidays.

Please note that the pre-school is closed on bank holidays and the staff team has three training days per year. This helps support the staff team’s continuing professional development which benefits the children and families.

No refunds are given for these closures as they are already considered, when setting the fees.

Further advice and guidance are available from the pre-school Manager and all matters concerning the payment of fees is dealt with in the strictest confidence.

# FEEE – Funded Early Education Entitlement

The FEEE provided by Essex County Council consists of the following offers:

Eligibility for two-year-olds disadvantaged (FEEE2) The FEEE for two-year-olds is not a universal offer, only Eligible Children may access this funding via an application process. Families can apply for funding online, or through a childcare provider, Family Hub, health visitor or social worker. To apply online the Parent/carer should go to Essex Education Portal - Logon and register. They then need to Log in and click on ‘Funded Early Education for Two Year Olds’ to complete an application.

The Early Education Entitlement for eligible two (2) year olds if the parents are in receipt of the following:

* Income Support.
* Income-based Jobseeker’s Allowance (JSA).
* Income-related Employment and Support Allowance (ESA).
* Universal Credit, and your household income is £15,400 a year or less after tax, not including benefit payments.
* The guaranteed element of Pension Credit.
* Child Tax Credit, Working Tax Credit (or both), and your household income is £16,190 a year or less before tax.
* The Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit).

Once the application is submitted, eligibility will be checked and if eligible the applicant will be given a unique reference code and funding start date which they take to a Childcare Provider to access the funded place. Parents can forward the email confirmation as proof of eligibility. An application code from the Council will always begin TYF881. If a Parent provides an application code which differs from this they may have applied for the funding from another LA, in which case the parent will need to reapply on the Essex Education Portal. Childcare Providers and Family Hubs can also apply on behalf of families via the Assisted Application option in the EYCC Provider Portal.

When completing a non-economic application relevant evidence must be submitted for the application to be approved. If evidence is not submitted a reminder will be sent after seven (7) and fourteen (14) days. If evidence is still not received after twenty-one (21) days the Council will make, contact by telephone where possible. Applications will be rejected after twenty-eight (28) days if appropriate evidence has not been received.

Once the Council have approved the FEEE2 online application the unique reference number will be generated, and the parent can take this to a childcare provider to access the funded place. Local authorities must ensure that two-year-olds who have met the eligibility criteria set out above continue to receive a place once they have taken it up even if the child ceases to meet these criteria later. Eligible Children may access a FEEE funded place in the term following their second birthday.

See table below.

|  |  |
| --- | --- |
| **A child born in the period** | **Will become eligible for a funded place** |
| 1 April to 31 August | 1 September following a child’s second birthday |
| 1 September to 31 December | 1 January following a child’s second birthday |
| 1 January to 31 March | 1 April following a child’s second birthday |

Eligibility for three- and four-year-old universal entitlement.

All children are eligible from the term following their third birthday up until they reach statutory school age the term after their 5th birthday, or they are registered in a maintained school or academy nursery class.

This is for all children and covers 15 hours per week over 38 weeks.

See table below.

|  |  |
| --- | --- |
| **A child born in the period** | **Will become eligible for a funded place** |
| 1 April to 31 August | 1 September following a child’s third birthday |
| 1 September to 31 December | 1 January following a child’s third birthday |
| 1 January to 31 March | 1 April following a child’s third birthday |

Eligibility for the Working Parents entitlements

Extended entitlement for 3- & 4-year-olds (EFE) A child will be entitled to the extended 15 funded hours the term after the child turns three and the child’s Parent has a current positive determination of eligibility from HMRC i.e., a valid 30 hours funded childcare 11-digit eligibility code starting with 50.

Working Parents entitlement for 2-year-olds (FEEE2W) A child will be entitled to up to 15 funded hours from the term after the child turns two and the child’s parent has a current positive determination of eligibility from HMRC i.e., a valid 11- digit eligibility code starting with 50.

Parents can find a straightforward explanation of all government Childcare support on the website Childcare Choices Parents can check their eligibility using the online childcare calculator Check what help you could get with childcare costs - GOV.UK and, if eligible, submit an online application. Once signed up, they will receive an eligibility code to take to their Childcare Provider. Early years childcare providers will then check the code with their local authority.

If eligible, parents can book and secure their childcare placement. There is also information for parents on the Family Information Service (FIS) webpage on the main ECC website Essex County Council Parents will need to have registered for the EFE, FEEE2W or FEEE1W and have their valid eligibility code before the start of the term to access their funding in that term as follows:

|  |  |
| --- | --- |
| **Cut-off date** | **Term funding will be paid from** |
| 31 August | Autumn term beginning on or after 1st September |
| 31 December | Spring term beginning on or after 1st January |
| 31 March | Summer term beginning on or after 1st April |

Funded places are entirely free of charge to parents.

Please visit the website www.beststartinlife.gov.uk for further information on your child’s eligibility.

Please note that if you have requested sessions that fall on a Bank Holiday you will not be able to access your child’s entitlement and cannot take them with another provider.

The pre-school can also take 3 training days each year and will give parents a minimum of half a terms notice for any closures.

The pre-school will ask the parents to complete the Parent/Carer Agreement Form (PAF) which asks them for the necessary information and consents. The form should be signed by the Parent/Carer and Provider in a timely manner.

The funded entitlements can be used for the lunch club period of 11.30-12.30.

Early Years Pupil Premium (EYPP)

The EYPP is paid directly to a childcare setting.

It is extra money to help improve outcomes for children. The pre-school could get up to £302 more a year for every child taking up the full 570 hours funded entitlement.

For the pre-school to apply for the EYPP for a child they need to be three or four years old, receiving funded early education and the parents need to be receiving one or more of the benefits below:

* Income support.
* Job seekers’ allowance (income based).
* Employment and support allowance (income related).
* Support under Part VI of the Immigration and Asylum Act 1999.
* The guaranteed element of the state pension credit.
* Child tax credit based on an annual gross income of no more than £16,190.
* Working tax credit run-on.
* Universal Credit (household income must be less than £7,400 a year after tax, not including any benefits.

The pre-school can also apply if your child

* Has been looked after by the local authority (has been in care for at least one day.
* Has been adopted from care.
* Has left care through a special guardianship.

This payment to the setting for a child will not affect any benefits that the parents are

claiming**.**

If the pre-school receives this funding for a child, we will involve parents in deciding the best way to spend it to support their learning and development.

If parents think their child may be eligible for the EYPP they should add their details under the EYPP section of the Parent Agreement Form (PAF) provided so that pre-school is able to claim the additional funding.

The pre-school accepts Tax Free Childcare (TFC). Please visit the Childcare Choices website [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) for further information.

Disability Access Fund (DAF)

If parents’ children are accessing (FEEE) places and are in receipt of disability living allowance (DLA), our setting is eligible to receive disability access funding (DAF), which is £938.00 per child, from April 2025. This is a one-off payment paid to a provider on an annual basis (one payment per financial year). The payment can only be made to one provider and cannot be split so where a child received provision at more than one provider the parent will need to decide which setting will receive the DAF payment.

The purpose of the DAF is to help the childcare provider make reasonable adjustments at their setting to improve the child's access to funded early education. It is paid directly to the childcare provider and they need to work with the parent to decide how it should be spent. The DAF **cannot** be used towards childcare fees or providing more FEEE hours.

The process for qualification is as follows:

* Parents of children qualifying for [**Disability Living Allowance (DLA)**](https://www.gov.uk/disability-living-allowance-children) will be required to provide pre-school with evidence of this entitlement. You will need to take copy of any documentation that is provided to prove this.
* The pre-school is required to submit an application via the Disability Access Fund process in the Provider Portal. Copies of the evidence and the parent agreement form will be required.
* A spot payment will then be made to that provider for their annual payment.
* The parent will be required to provide evidence on an annual basis - payment in any further financial years will not be automatic. The process will need to be followed every financial year that the child qualifies for additional payment.

Voluntary contribution:

# To ensure financial sustainability the pre-school charges a voluntary rate of 50p per session to

# funded children. This will help towards the cost of snacks and non-dairy milks, meeting

# the dietary needs of all children (especially those children with allergies). Thank you for

# supporting the pre-school.

**This policy was adopted by Collingwood Pre-school**

**Date: 17th September 2025**

**Signature: L. Matthews Title/Role: Chairperson**

**Date to be reviewed: Spring 2026 (or before if updates are received)**