



# Crossbow Pre-School

St Peter's Hall  
School Road  
Frampton Cotterell  
Bristol  
BS36 2DA

## Fees including Universal and Extended Funding

Email [info@crossbowpreschool.co.uk](mailto:info@crossbowpreschool.co.uk)

Telephone Number 07928381976 or 01454 773289

Registered Charity Number 1112130

## Fees including Universal and Extended Funding

At Crossbow Pre-School we aim to keep fees affordable, competitive and at such a level that we can provide childcare of the highest quality.

Our fees are reviewed annually to ensure that we continue to meet our objectives.

We are an OFSTED registered Pre-School and are in receipt of the Early Years Entitlement (EYE) funding for ELIGIBLE three and four year olds.

Where funding is not received or extra hours are required which are in excess of funded hours, then fees are payable to Crossbow Pre-School.

Sessions are held at St. Peters Hall, Frampton Cotterell and consist of the following:

09:00 – 12:00 (AM Session)

12:00 – 15:00 (PM Session)

09:00 – 15:00 (All Day Session)

These sessions operate Monday - Friday and Term Time Only (TTO).

Crossbow Pre-School hourly rate is £5.00 and the following rates per session, £15.00 per half-day session or £30.00 for a day session.

- Invoices will be generated at the beginning of each term (autumn, Spring & Summer) detailing the total amount payable for that term.
- Invoices will be paid monthly on or before the 1st of the month, If there are any queries or concerns regarding the invoice the Treasurer will be available to discuss these by email at the following address: [treasurer@crossbowpreschool.co.uk](mailto:treasurer@crossbowpreschool.co.uk) or the crossbow clerk at the following address: [crossbowpreschoolclerk@gmail.com](mailto:crossbowpreschoolclerk@gmail.com)
- Payments will be made by BACS and payment details will be clearly stated on the invoice.
- Fees will remain payable if your child is ill, on holiday or any reason where we would have your child's space allocated for the session or sessions.
- Should fees not be paid and alternative arrangements made with Crossbow Pre-School, a letter signed by the management/committee requesting the payment of any outstanding fees will be sent to the parents, this will be sent after 14 consecutive days of non-payment. Failure to make contact with Crossbow Pre-School may jeopardise the child's place.

### **Childcare Vouchers**

Crossbow Pre-School accept Childcare Vouchers from all major companies, for example Edenred, Care4, Sodexo to name a few. If you do not see your Childcare Voucher Company here, Please contact the Pre-School Clerk who will assist you on the following address: [crossbowpreschoolclerk@gmail.com](mailto:crossbowpreschoolclerk@gmail.com)

### **Early Years Pupil Premium**

Funding is available for all children from lower income families. To find out if a child qualifies the parent must complete the online application form, which can be found on the South Gloucestershire Council website.

<http://www.southglos.gov.uk/health-and-social-care/care-and-support-children-families/childcare-and-parenting/childcare/financial-support-for-childcare/early-years-pupil-premium/>

This funding goes directly to Crossbow Pre-School to enhance the child's Pre-School learning and is extra to grant fee payments.

## **Universal and Extended Funding**

- Universal funding is the funding that ALL 3 to 4 year old children get from the local authority, at Crossbow Pre-School this is 15 hours per week on a term time only (TTO) basis.
- Extended funding is the additional funding that is allocated to ELIGIBLE 3 and 4 year olds and became available from 1<sup>st</sup> September 2017. Where parents are eligible for extended funding, Crossbow Pre-School offers 30 hours per week on a term time only (TTO) basis.
- Crossbow Pre-School have decided to 'Opt-In' to the extended funding as this is a significant benefit to many of our parents.
- For Universal funding and for the Extended funding (where applicable), the funding begins from the start of the next term AFTER their 3rd birthday.

### **Funded Sessions**

- There is no difference between the way Universal and Extended funded hours are offered.
- For TTO children hours are allocated in blocks of 3 hours across any day of the week.
- For all additional hours taken over and above the funded hours, Crossbow Pre-School's hourly rate applies.
- Swapping of funded hours will not be allowed.
- Where parents join Crossbow Pre-School mid-way through a term, they can have the Universal funding from their start date however, we can only guarantee receiving Extended funding from the start of the next term.
- Where a child does not attend Crossbow Pre-School for any reason their funded hours will be lost.

### **Operational Method**

- Crossbow Pre-School offer Term Time Only funding on a restricted basis of 38 weeks. Due to this restriction to funding, we may in some cases request fees from parents.
- A parent can decide to use their funded hours with two different providers, where this applies the parent will need to make Crossbow Pre-School aware of which setting is claiming the Universal funding and the Extended funding.

### **Notice periods for both Universal and Extended funded hours:**

- South Gloucestershire Council asks parents of 3-4 year olds to make a 'termly' commitment and cannot 'transfer' their funded hour's part way through a term to another provider.

### **Admissions Method**

- Places are allocated on a first come first served policy. Where a parent requests funded hours they will be asked to commit to the first term of attendance by signing the South Gloucestershire Parent Declaration Form and provide the child's birth certificate at the point of registration in order to secure their place and to secure the funding from South Gloucestershire Council.

## **Extended funding only**

- Parents have to apply via HRMC for the extended funding hours and renew their circumstances/eligibility every 3 months.

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**30 Hours Eligibility Criteria** – a parent is able to prove to Crossbow Pre-School of their child's eligibility and be ready to be accepted by Crossbow Pre-School by doing the following:

- Provide us with your eligibility code from HMRC. You can only get an eligibility code from HMRC and you do this by going to their website and applying for it. Please ensure you enter accurate information otherwise this could cause problems or delays in funding later. The code is unique and doesn't change if you stay eligible and is 11 digits long.
- Provide us with the National Insurance Number used to check eligibility. If this is incorrect, this can delay the funding application.
- Provide us with your child's birth certificate.
- Sign the written consent form (South Gloucestershire Council Parental Declaration).
- Once Crossbow Pre-School have all the above information, the application will be verified through the South Gloucestershire Portal we will then be able to offer the sessions you require.

Please note that Crossbow Pre-School is not authorised to supply funded childcare without a child being eligible for the funding through the approved process, otherwise this could result in Crossbow Pre-School not getting paid for those funded sessions. This is monitored closely by South Gloucestershire Council and will be strictly adhered to.

To apply online and to check eligibility parents will need to visit [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) this website will guide you through the process and the parents can apply for the extended hours and Tax-Free Childcare at the same time.

Please note that parents can apply for the extended hours 16 weeks before their child turns 3 years old.

Parents will be prompted every 3 months by email from HMRC to reconfirm their details they entered are correct. A further email will be sent 4 weeks and again 2 weeks before if parents have not reconfirmed their details. Please note that if any of our parents miss the deadline, their code become Ineligible and a grace period will come into effect.

Please note that parents cannot receive funded hours for the same hours they are being funded by their 3<sup>rd</sup> party. Student parents are not eligible for 30 hours childcare as their funding is not counted as 'Income' by HMRC.

#### **Grace periods for the extended hours**

- If a child who has a code for Extended funded hours becomes ineligible during the first half of a term, the child will be funded **until the end of that term** or for as long as they remain under compulsory school age, whichever is **shorter**. If a code becomes ineligible during the second half of the term, the child is funded until the **end of the following term** or for as long as they remain under compulsory school age, whichever is **shorter**. Ineligibility only affects extended hours – the child can still have their universal hours.
- Following the grace period, a child cannot continue to receive the Extended funded hours and they will lose them until such point that they become eligible again.
- For any child that loses funded hours due to ineligibility, then has a gap and becomes eligible again. The child will only be able to take up a place again if there is availability with in the Pre-School, otherwise they will have to go onto the waiting list until the hours become available again. This is seen as a very last resort at Crossbow Pre-School and will endeavour to help the parents through this transition between the loss of funding and fee paying within reason.

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## Registration Fees

- Crossbow Pre-School request a registration fee of £20.00 is charged to every NEW parent this however will be refunded to any parents claiming funding once their child has started at Crossbow Pre-School.
- Crossbow Pre-School runs from St. Peters Hall and is licenced to Frampton Cotterell and District Community Association. Parents are required to pay an annual membership fee of £10.00 to the FC&DCA.

## Complaints and Appeals

Crossbow Pre-School aim to provide support for all parents regarding Fees and Funding, if for any reason a parent is not entirely happy with the way Crossbow Pre-School has handled a complaint or query or the delivery of the funded hours, they can contact South Gloucestershire Council by using the details below:

Dept. for Children, Adults and Health  
Early Years, PO Box 298  
Civic Centre, High Street  
Kingswood, BS15 0DQ

## Useful Links

[www.southglos.gov.uk/childcare](http://www.southglos.gov.uk/childcare)  
[www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)