

General Welfare Requirement: Safeguarding and Promoting Children’s Welfare.

The provider must take the following steps to safeguard and promote the welfare of children.

Fees and Grants, Including Early Years Grant Funding

Policy Statement

Sessions are held at St Peters Hall, from 9.15am - 12.15pm each day of the academic year and from 12.15 pm – 2.15 pm on selected afternoons. The pre-school is able to provide a maximum of 24 places for children aged between 2 and a half and 5 years old. (maximum of 12 children for the pm sessions.)

To receive the government Nursery Grant a pre-school must be registered with Ofsted, which requires pre-schools to comply with the Early Years Foundation Stage Welfare Requirements. These Standards promote a good quality of child care, but they demand a great deal from pre-school staff and the voluntary committee. Many hours are spent meeting requirements in record keeping, form filling, planning, evaluating and updating/writing policy documents. Staff are required to attend various training courses which pre-school must fund and then pay for the subsequent staff cover needed. Pre-school is required to address Special Educational Needs issues and may need to fund these. Unfortunately it only funds 38 out of the 39 weeks of term time, therefore pre-school requests fees for the week that is not funded.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.2 Inclusive Practice	2.1 Respecting Each other	3.2 Supporting Every Child	4.4 Personal, Social and Emotional Development.

Procedures

The Nursery Education Grant is provided for every eligible three and four year old, and is intended to fund a maximum of five 3 hour sessions per week for 12/13 week periods (12 weeks Christmas - Easter, 13 weeks Easter - Summer, 13 weeks Autumn - Christmas). As demand for places is high the number of sessions available to each child may be less than five.

Should terms exceed the period covered by the grant, parents or carers of children in receipt of the grant will be required to pay the fee per session (£12.00 for 3 hourly sessions and £20

for 5 hourly sessions.) for those sessions in the weeks following the end of the grant coverage period. These fees will be payable within the first two weeks after receiving a bill.

- There is a registration fee on joining Crossbow Pre-school of £20.00
- Nursery Education Grants are paid directly to the pre-school.
- The pre-school was set up by the Frampton Cotterell and District Community Association (FC&DCA). Parents are required to pay the Association subscription of £8.00 per annum - payable In September each year. (Families who join Crossbow Pre-school in the Spring or Summer terms are required to pay the £8 to the FC&DCA.
- Nursery Education Grants are non refundable.

For fees payable by parent or carers for children or sessions not covered by the nursery education grant, the following applies:

- The fee for each session is £12.00 for a 3 hour session and £20 for a 5 hour session - reviewed annually by the management committee . The fees are payable within the first two weeks of each term, although flexible arrangements can be agreed individually with the Pre-school Leader/Treasurer.
- There will be a charge of £7.50 if the bank returns cheques.
- Fees are non-refundable in cases of absence, holiday or illness, unless 4 weeks notice has been given.
- Should fees not be paid and alternative arrangements not agreed with the pre-school leader, a letter signed by the management committee requesting payment of outstanding fees within 14 days after the date fees were due will be sent to parents. Should no further attempt be made by the parents to agree any alternative arrangements the matter will be referred to our legal advisor, and the child's place withdrawn.
- Fees are refundable if the pre-school has to close for any session.

Early Years Education Grant Funding

The government has introduced a target to provide a free part-time early years education place for every eligible three and four year old, if their parent/carer wants one.

Crossbow pre-school offer all children free places in accordance with the grant-funding leaflet. The children are entitled to a maximum of five sessions (a total of 15 hours per week). However the number of sessions/hours available will be dependent on the demand of places.

Crossbow pre-school can only accommodate 24 children per session (12 children in the pm sessions.).

Parents and carers are required to give at least 4 weeks notice in writing if a place is no longer required for their child and if they are taking their child on holiday during term time. Nursery Education Grant will be retained if notice is not served, as will other fees due for the same period.

Legal framework

Relevant Acts of Parliament that form the foundation of the legal requirements for this policy or procedure:

- Equalities Act (2010)
- Safeguarding Vulnerable Groups Act (2006)
- Children Act (1989 s47)
- Protection of Children Act (1999)
- Data Protection Act (1998)
- The Children Act (Every Child Matters) (2004)

Further guidance

- Can be found at www.legislation.gov.uk, or www.hse.gov.uk, or other government websites.