



# The Lindens

Steiner Waldorf Early Years

## FEES & FINANCE POLICY AND PROCEDURE

### RELATED POLICIES

Admissions Forms  
Admissions Policy and Procedure  
Child Protection and safeguarding Policy and Procedure  
GDPR Policy  
Confidentiality Statement  
Complaints Policy and Procedure  
Illness policy and Procedure  
Settling in Policy and Procedure

### POLICY STATEMENT

The Lindens aims to make the fee paying and funding process simple and transparent, providing detailed invoices at the beginning of each term.

### PROCEDURE

- Payment of fees

Kindergarten (The Lindens) and Parent and child groups (Little Lindens) fees are invoiced termly and are due for payment at the start of each term. Fees are payable within 7 days of receipt of the invoice.

- Funding (please see information on funding in Appendix 1)

If the funding application form is handed in after the deadline, then The Lindens may not be able to claim funding for that half term, and the family will be asked to pay the full fee.

If the funding application is not successful, The Lindens amends the amount of the original invoice accordingly, and the family is asked to pay the full fee.

- Non-attendance, sickness & holidays

Fees are payable during periods of sickness and family holidays.

- Additional, one-off sessions

One off sessions are charged at the full fee.

- Refunds

Any refunds due are to be paid back within 10 working days.

- Failure to pay fees for The Lindens or Little Lindens.



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Fees are due within 7 days of receipt of the invoice. Failure to pay the fees within 30 days of the original invoice will result in a final reminder being sent. A child's place will be withdrawn if the account is not settled within 7 days. The family will still be charged for the half term's notice.

- Giving the notice to leave or to reduce a child's hours of attendance

To withdraw a child from The Lindens or to reduce the hours of attendance, a half term's notice must be given in writing, during which time fees are still due.

To withdraw from the Little Lindens, two weeks' notice must be given in writing, during which time fees are still due.

- Fee Increases

The Lindens early Years CIC reviews its budget each year and agrees a fair fee increase. Fee increases usually come into practice on the 1st of September each year and are communicated to each family by email at least six weeks before.



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### Appendix 1.

#### **Free Early Education & Childcare for 3 & 4 year olds - 15 hours**

Every child is entitled to receive 15 hours of free nursery funding from the term after their 3rd birthday and this will remain in place until the term after their fifth birthday. Each child accessing the 15 hours of childcare is entitled to a total of 570 hours funded education during a year, either termly (15 hours a week over 38 weeks).

*Parents will receive a form to fill in at the beginning of each term to access this funding.*

#### **Free Early Education & Childcare for 3 & 4 year olds - 30 hours**

To be eligible for the additional hours, the parent and their partner, if they have one, must be working and earning the equivalent of 16 hours per week at the National Living Wage, live in England, and expect to have an income of less than £100,000 a year (£200,000 per couple). Each child accessing the 30 hours of childcare is entitled to a total of 1,140 hours funded education during a year, either termly (30 hours a week over 38 weeks).

The Lindens accepts this funding, but please apply for the code from the funding team in Gloucestershire.

*Parents must apply for a code to access 30-hour funding by visiting:*

<https://www.childcarechoices.gov.uk/>

#### **Funding for a child who is on the state school's register before their fifth birthday**

As it is not compulsory for a parent to send their child to school until the term after their fifth birthday, funding may be claimed by The Lindens in the usual way in respect of a child whose parent has formally arranged with to either defer or delay the child's entry into school (Reception). This does not apply to a child who is being 'phased in' at the beginning of the reception year, as funding cannot be claimed once a child is on the school's register. We need to ensure that early years funding is not claimed for any of the children that have secured a school place from the start of an academic year. Therefore, *The Lindens will need to charge the parent fully for any sessions taken without the funding fee.*

#### **Tax-Free Childcare**

Tax-Free Childcare is a Government scheme to help working families with their childcare costs. Parents will be able to open online childcare accounts to pay The Lindens directly. For every £8 parents pay into these accounts, the Government will add £2; the total amount in the account can only be spent on childcare. Parents can



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receive up to £2,000 in Government support per child, per year, or £4,000 for disabled children. The Lindens is registered as a Tax-Free Childcare provider.

*Parents must apply for this scheme through the government website, adding your child's name as a reference.*

The Lindens Setting Reference Number: 2609702  
Postcode GL5 2HT

Please visit:

<https://www.gov.uk/tax-free-childcare?step-by-step-nav=d78aeaf6-1747-4d72-9619-f16efb4dd89d>

### **Free education and childcare for 2-year-olds**

Your 2-year-old can get free childcare if you live in England and get one of the following benefits:

- 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
- tax credits and your household income is £16,190 a year or less before tax
- the guaranteed element of Pension Credit
- the Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)

2-year-olds can also get free childcare if they:

- are looked after by a local authority
- have a statement of special education needs (SEN) or an education, health and care (EHC) plan
- get Disability Living Allowance
- have left care under an adoption order, special guardianship order or a child arrangements order

Please visit the link below to find out more details

<https://www.gov.uk/help-with-childcare-costs/free-childcare-2-year-olds>

*If your funding applications are not successful, The Lindens will amend the amount of the original invoice accordingly, and you will be asked to pay the full fee.*

More details for fundings can be found at

<https://www.childcarechoices.gov.uk/>