

# Hollytree Community Pre-school – Policies and Procedures

## Fees and EYE Funding

### Policy Statement

Hollytree Pre-School is a registered charity and we are committed to providing high quality Pre-School education for everyone in a safe and stimulating environment. We aim to keep our fees affordable and competitive and at such a level that we can provide high quality care. We do not ask for any additional payments on top of session fees or EYE funding.

### Fees

From September 2023 our hourly rate will be £5.50 Session costs are shown below.

Session length	Cost
3 hours	£16.50
6 hours	£33.00

These fees will be reviewed termly. Three months' notice will be provided in the case of an increase.

We offer a 25% discount for families with twins.

### Payment of fees

Invoices are issued at the beginning of each half term. Fees must be paid in advance and can be paid either weekly, monthly or for the half term. The exception is the last half term of the academic year. Fees must be paid for the entire half term in advance in order for your child to attend.

### Late payment of fees

As a registered charity we rely on prompt payment of fees in order to operate effectively. We expect Parents/Carers to assist us in the smooth running of the Pre-School by ensuring all fees are paid promptly.

Failure to pay fees on time could jeopardise your child's place and continued non-payment could result in your child's place being withdrawn. We appreciate that from time to time unforeseen circumstances may occur which result in the late payment of fees. We are committed to resolving payment issues with Parents/Carers as fairly and openly as possible. Should a problem arise concerning payment of fees parents should speak to the Pre-school Managers as soon as possible to enable the pre-school to come to an agreement regarding payment. It may be suggested that you reduce the number of sessions your child attends until arrears are cleared. Confidentiality will be assured.

We are unable to offer siblings a place until they are funded if there are outstanding fees.

Fees should be paid when they are due. If payment is not made by the end of the month they were due the Managers will request an informal discussion with Parents/Carers and a payment plan will be discussed and agreed. If payment is still not made a letter from the Management Committee will be sent to the Parent/Carer and payment/ part payment should be received within 14 days of receipt of the letter. If fees then continue to be outstanding the Management Committee reserves the right to take further steps to recover the unpaid fees and any other associated costs.

All fees charged relate to hours or weeks not funded by EYE.

### Sickness

If a child is absent due to sickness or other reasons the fee will remain in place as the pre-school will have kept their place open and still have to employ and pay staff. In the case of continuing illness please speak to the Managers or Treasurer as fees for such absences are at the discretion of the preschool.

## Holidays

The Pre-school is currently closed on all Bank Holidays therefore no fee is collected for these days. If a child has a planned holiday that falls during term time fees will be reduced by 50% for the period of absence subject to the pre-school receiving a minimum of four weeks' notice in writing. This will be for a maximum of 4 weeks (pro rata) in any academic year.

## Early Years Education Funding (EYE)

Hollytree Pre-School is a registered childcare provider and is therefore in receipt of early years education funding for all eligible 2 year olds and all 3 and 4 year olds.

Funding for three and four year olds is available from the term following your child's third birthday. You can claim funding for 15 hours per week. To access this funding you need to complete an EYE funding form and provide a copy of your child's birth certificate.

**Two Year Old Funding** Parents who are eligible for two year old funding need to provide the Pre-school with confirmation and their unique reference number. Children can start at the setting the term after their second birthday.

**30 Hour Funding** Parents who are eligible for 30 hours funding need to provide the Pre-school with their eligibility code and National Insurance number. You can apply from when your child is 2 years and 36 weeks old.

When your child turns 3	When they can get 30 hours from	Recommended time to apply
1 September to 31 December	1 January	15 October to 30 November
1 January to 31 March	1 April	15 January to 28 February
1 April to 31 August	1 September	15 June to 31 July

You can apply outside of these recommended dates but you might not receive your code in time. You must have a valid code by the end of the month before a new term starts. You have to reconfirm your eligibility every 3 months. If you apply more than 3 months before the term starts, you'll have to reconfirm your eligibility in your account in order to keep your code valid.

## Early Years Pupil Premium

Early Years Pupil Premium Funding is available for all 3 and 4 year olds from lower income families. To find out if a child qualifies the parent must complete the relevant page on the EYE funding form. This funding goes directly to the preschool to enhance your child's learning.

EYE funding forms are stored securely and the information is only shared with Hampshire County Council. See attached Hampshire County Council Privacy Notice.

This policy was adopted by

Hollytree Community Pre-school

On

June 2023

Date to be reviewed

June 2024

Signed on behalf of the provider

*S. Willcock*

Name of signatory

Sue Willcock

Role of signatory

Joint Manger

# Hampshire County Council

## Providers of Early Years Education & Funding

### Privacy Notice

#### **Why do we collect and use this information?**

Hampshire County Council is the Data Controller for the purpose of collecting and using information from you as a provider and about your Early Years Education Setting(s) to fulfil our statutory functions around the provision of early education and childcare, including setting the standards for learning, development and care for children from birth to five and the eligibility, application and validity checking processes for childcare funding.

We collect information about you/your setting to register you as a provider of the early years education funding or as an Ofsted registered early years provider for publication. We may also receive information about you as you claim for funding on behalf of children attending your setting. We also hold this personal data securely and use it to:

- register providers to deliver the early years education funded universal and extended entitlements;
- publish information about childcare including the free entitlements;
- provide information, advice, guidance and training for new providers and providers judged less than good in their latest Ofsted report;
- to provide information, advice, guidance and training for all early years and childcare providers including employees and prospective providers (*Local authorities are able to offer support to settings rated good or outstanding if there is evidence of need but cannot require this support is taken up*);
- make early years education funding payments;
- contribute to wider County Council statutory duties in support of individual's education and welfare; and
- ensure compliance with our obligations under the accuracy principle of the General Data Protection Regulation (Article (5)(1)(d)), making sure our records about you and your family are up to date.

CAPITA plc is a data processor for this information for the purpose of delivering a contract to the County Council around the hosting and supporting of the CAPITA One system. The County Council uses the Capita system to store the information provided to us, as identified under this privacy notice. This includes accessing the CAPITA One system to fix any technical issues to ensure the system is fit for use.

Open Objects is a data processor for information about childcare for the purpose of delivering a contract to the County Council around the hosting and supporting of the Open Objects system. The County Council uses the Open Objects system to store information provided to us about a childcare setting to deliver our statutory duty around publishing information on childcare options within Hampshire. This includes accessing the Open Objects system to fix any technical issues to ensure the system is fit for use.

The following sections provide further detail around the information we process setting out what allows us to do this (lawful basis), who we may share it with, how long we keep it for, alongside identifying any rights you may have and who to contact if you think we're not handling your information in the right way.

#### **The categories of information that we collect, hold and share**

We collect different types of Personal Data and Special Category Data depending on the activity being undertaken.

For approving providers to make early years education funding payments to providers (group settings and childminders) we process:

- name of provider;
- bank details of provider; and
- email address of provider for sending remittance advice.

For providing information, advice, guidance and training including access to “Moodle”, Webinars, regular contact through the SFYC “BLOG”, social media (Facebook) to ensure providers are meeting the requirements of the Early Years Foundation Stage, meeting the needs of children with special educational needs and disabilities, vulnerable and disadvantaged children; and operating effective safeguarding and child protection policies and practice, we process:

- training needs of individual staff members;
- operational and business sensitive information about the provider; and
- email addresses for communicating.

### **The lawful basis on which we use this information**

We collect and use the information ensuring that we comply with the General Data Protection Regulation (GDPR) and Data Protection Act 2018 (DPA2018) requirements for processing through:

- Article 6(1)(e) - the processing is necessary to perform a task in the public interest or for our official functions, and the task or function has a clear basis in law;
- Article 9(2) (g) – Necessary for reasons of substantial public interest on the basis of Union or Member State law which is proportionate to the aim pursued and which contains appropriate safeguarding measures; and
- Sch.1, Pt.2, 1 - Substantial public interest conditions, for processing under the DPA2018.

These articles under the GDPR and Data Protection Act (2018) are supported by the following specific legislation:

- Section 2 of the Childcare Act 2016;
- Sections 6, 7, 7A, 9A, 12, 13, 18.20, 34(1), 34(2), 46(1), 46(2) and 40 of the Childcare Act 2006;
- Early Years Foundation Stage (Exemptions from Learning and Development Requirements) Regulations 2008 (SI 2008/1743, as amended by SI 2012/2463);
- Part 3 of the Children and Families Act 2014;
- The Equality Act 2010;
- The School and Early Years Finance (England) Regulations 2017 (S.I. 2017/44);
- section 8 of the Education Act 1996 and the Education (Start of Compulsory School Age) Order 1998 (SI 1998/1607); and
- Section 22 of the Children Act 1989.

Under this lawful basis we do not require your consent to process this information but we are required, through this privacy notice, to ensure you are fully informed of why we are collecting this information and what we will do with it.

Please note that no automated decision making occurs for any parts of these activities controlled by the County Council. The County Council does use profiling in the delivery of this service but only in support and delivery of identified groups under statutory guidance.

### **Storing and Securing Data**

The information you provide for all of the activities identified in this privacy notice will be held on the County Council’s CAPITA One system. The information held within CAPITA One will be kept for 6 years following closure of the provider and then disposed of as appropriate. The County Council’s CAPITA One system is hosted by CAPITA plc in secure UK based data

centres. No information leaves the European Economic Area (EEA) and the information is encrypted when in transit between County Council users and the data centre the information is hosted within.

Correspondence and communications received (such as emails from the settings owner or manager) will be scanned (if paper based) to create an electronic record and will be stored within the County Council's Document Management System (DMS), with the paper version being destroyed. The file will be linked to the record created in CAPITA One by the use of a reference identifier. The information held within the County Council's DMS will be kept in line with our retention schedule and then deleted as appropriate. The County Council's DMS is hosted by the County Council in secure UK based data centres, which are on site. No information leaves the European Economic Area (EEA).

The County Council takes its data security responsibilities seriously and has policies and procedures in place to ensure the personal data held is:

- prevented from being accidentally or deliberately compromised;
- accessed, altered, disclosed or deleted only by those authorised to do so;
- accurate and complete in relation to why we are processing it;
- continually accessible and usable with daily backups; and
- protected by levels of security 'appropriate' to the risks presented by our processing.

The County Council also ensures its IT Department is certified to the internationally recognised standard for information security management, ISO27001.

### **Who do we share information with?**

We do not share information with anyone unless there is a lawful basis that allows us to do so.

Depending on the individual circumstances of each situation, we may have to share this information with other teams within the County Council to fulfil other duties and powers to support our work. These might include our Children Missing Education (for ensuring the provision of full time education); Data Protection Team (for personal data incidents); Admissions (for ensuring every child can apply for a school place); Virtual School (for support of children looked after); and/or Social Care teams (supporting welfare, safeguarding and corporate parent functions).

### **Requesting access to your personal data and your rights**

Under data protection legislation, individuals have the right to request access to information about them that we hold. To make a request for your personal information, or your child(ren)'s, please contact the Children's Services Department's Subject Access Request (SAR) Team, whose contact details alongside further information around the process can be found via: <https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/accessrecords>

You also have the right to:

- prevent processing for the purpose of direct marketing;
- object to decisions being taken by solely automated means;
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations.

Please note that under the GDPR, there is also a right to erasure but the right to erasure does not provide an absolute 'right to be forgotten'. Where the data being processed is for the purpose of 'complying with a legal obligation for the performance of a public interest task or exercise of official authority' (Article 6(1)(e))', this right does not apply.

If you have a concern about the way we are collecting or using your personal data, you can raise your concern with us in the first instance or you can go directly to the Information Commissioner's Office, as the supervisory authority, at <https://ico.org.uk/concerns/>.

### **Contact Details**

If you would like more information about these services please visit our website:

<https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/childcare>

For further information on how we handle personal information, your data rights, how to raise a concern about the way we are processing your information and the County Council's Data Protection Officer, please see our General Privacy Notice:

<https://www.hants.gov.uk/aboutthecouncil/strategiesplansandpolicies/dataprotection>