12th May 2016

Dear parent/carer

As you are aware, Little Stars is a non-profit setting. With this in mind it is most important that the payment of invoices is made promptly (preferably within 7 days of the invoice). However we appreciate that in some circumstances this can be rather difficult. If you would like an alternative arrangement, please do pop into the school office to discuss. We can then assess the situation and organise a payment plan to suit both parties.

There also seems to be some confusion regarding Government funding. The term after your child turns 3 they become eligible for funded hours. This entitles your child to a maximum of 15 hours per week funded childcare. However these funded hours do not usually cover the total weeks in the funded period. Each term we receive an email from the Government detailing how many funded hours are available. We then have to break these hours down into weeks. Usually by the last week of term these hours have been used up!

**For example**

Child A will turn 3 in March, this means that the following term (after Easter) child A will be entitled to 15 hours per week government funding.

Child A attends the setting every day for 6 hours. Their hours are split as follows:

* Monday – 6 hours free entitlement
* Tuesday – 6 hours free entitlement
* Wednesday – 3 hours free entitlement and 3 hours paid
* Thursday – 6 hours paid
* Friday – 6 hours paid

Funding period April 2016 – August 2016 a total of 14.5 weeks

Funded hours received for this period – 195 per eligible child. 195 hours/15 hours per week = 13 weeks. This means that the 195 funded hours will only cover 13 weeks of the 14.5 week term.

During the funding period, child A attends the setting for a total of 14 weeks and 10 hours. A total of 205 hours. The total maximum funded hours we are able to claim for this period is 195 hours. The setting will write to the parent/carer to highlight this deficit will occur during the last week of term. The parent/carer must now decide whether for this last week they wish to reduce child A hours so that no extra cost arises or continue with child A’s booked hours and pay for the additional 10 hours.

At the beginning of the term we write to inform you of any hours which fall out of the funding period and should you wish your child to receive their regular hours, a cost will be incurred. You then have the option to reduce your child’s hours for this period or still attend and pay the difference.

We hope that this helps explain the system to you. If you have any queries, please do not hesitate to contact either myself or Sarah in the school office.

Yours sincerely

Mrs Sam May

School & Pre-School Business Manager