



# HARPOLE PRE-SCHOOL

"Kind Hands, Kind Hearts, Fun

---

## 8.4 Financial Hardship Policy Policy & Procedure

The purpose of this policy is to establish guidelines and procedures for families experiencing financial hardship to help ensure every child has access to an Early Years Education at Harpole Pre-School.

### Policy statement

We are a small and friendly committee led pre-school set in the village of Harpole. We provide care and education for all young children between the ages of 2 and 4 years of age. Our ethos is kind hands, kind hearts and fun learning. We are a charity and manage our funds so that the fees collected, pay for the staffing, rent and other costs involved to ensure the running of the Pre-School. Harpole Pre-School will consider various forms of payment arrangements to ensure that all children can attend the Pre-School.

### Procedures

- To be considered for Financial Hardship Assistance the parent or guardian of the child must submit a request by email or letter to the Business Manager of Harpole Pre-School [bmanager@harpoleprechool.co.uk](mailto:bmanager@harpoleprechool.co.uk)
- The financial hardship request will be kept strictly confidential. Only the Management Trustees will have knowledge of the request.
- The letter should include the following:
  - Child's name
  - Parents name
  - Reason for request
  - Details of financial assistance required

### **Limitation on Financial Assistance**

- For those on low incomes and in receipt of certain benefits they may be eligible for 2 year funding & EYPP these should be applied for before a hardship grant is submitted.

- All 3-4 year olds are eligible for 15 hour funding, this financial assistance is limited to any additional Pre-School activities and costs.
- Financial hardship assistance is only available to Pre-School aged children.
- All approved financial hardship arrangements will expire at the end of each academic year.
- The decision to offer financial hardship assistance is solely at the discretion of the Business Manager and the Harpole Management Team.
- Each application will be considered on an individual basis.

**Ratified on 11<sup>th</sup> February 2020**