



## Administration

# Fees

### Policy statement

We aim to ensure that all families are aware of our Fee Structure.

We aim to make the Fee Structure simple.

We aim to ensure that our provision is affordable for all families.

### EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
	Parents as Partners Communication		

### Fee Structure

- Hourly rate (from September 2017) £5.25
- Fees can be paid by Bank Transfer, Standing Order (on monthly Payment Plans), Cheque, Cash, or via Childcare Vouchers. Please provide us with your Childcare Voucher company details.
- There is a £15.00 booking fee, which secures your place and includes a Pre-School book bag which can be used for transporting pictures, paintings and home contact books. If your child attends our 10.00 – 1.00 session only, this will be refunded when your child starts.
- From the term after your child turns three, the government funds 15 hours per week of your child's time at pre-school. **Please note that your child becomes eligible for funding the term after their third birthday (January – April – September).** Each early years setting can decide how to offer these hours. We offer these government funded hours as follows:

Funded session between 9.30 – 12.00

Funded session between 12.30 – 3.00

**Please note however that our sessions (doors open) are as follows:**

9.00 - 3.00

9.00 - 12.00

9.00 - 1.00

12.00 - 3.00

1.00 – 3.00 **This session is available for 2-year-old children only.**

**Therefore 9.00 – 9.30 and 12.00 – 12.30 are chargeable at our normal rate.**

NB: We offer 4 totally free sessions per day 10.00 – 1.00. Please ask for details in the office.

- The government will also fund some 2-year-old children, please ask in the office for details. **Please note that your child becomes eligible for funding the term after their second birthday (January – April – September).**
- Please contact the office if you would like clarification on when your child will become eligible for funding.
- You will be responsible for your Termly Invoice if you have not confirmed your eligibility for funded hours booked.

### **Information on Funding**

- For your information, the government pay us £3.94 per funded child per hour.
- In order to claim the hours from East Sussex County Council (ESCC) you will, through us, be given a form to complete confirming your child's details and hours they attend. Please add your NI no and /or DLA details, where applicable. ESCC request an ID number from either your child's Birth Certificate or Passport as proof of age, which we will document on your funding form.
- **Please note that your child becomes eligible for funding the term after their birthday (January – April – September).** If you are unsure of when your child will qualify, please contact Sandra in the office.
- Once your child becomes eligible for funded hours, daily charges are still applicable (please see the fee structure part of this document).
- For funded children any hours booked over the 15 hours will be charged at the current hourly rate. In addition, if you book an ad hoc session you will be charged in full as EYEE funding does not cover such sessions. Non-funded children will be charged for all hours attended.

### **Billing Procedure**

- Invoices for fees will be issued within the second week of term. There are 6 terms per year, varying in length from 4-8 weeks. For actual dates please see the diary page on our website. Alternatively, if you would like your fees to be calculated on a monthly basis, please speak to our Bursar, Sandra in the office.
- Fees are payable within 14 days.
- If full payment is not received after this time, an email will be issued stating that payment is due immediately. If payment is not received within 7 days from the date of the email, funded children's hours may be affected, and non-funded children could lose their place. If fees are not

paid in full by the end of each term, we can no longer guarantee your child's place will remain open in the new term.

- Late payment of fees after the 14 days, or the agreed monthly standing order date will be charged at 10% of the total bill for each outstanding week.
- Returned cheques will incur a fee of £25.00
- Please note that the hours booked at the start of term will be chargeable as we staff per term. Any absent days through sickness or holidays are also chargeable. Please also note that due to staffing we cannot swap days and that any change in your normal sessions will be chargeable. If you leave our setting, we require 4 weeks written notice.

### **Difficulties with Payments and Additional Fees**

- If you are having difficulties in paying your invoice, please speak to Sandra in the office as soon as possible in order that a payment plan can be agreed and implemented. A payment plan will be drawn up stating a weekly/ monthly amount to be paid, for a set period of weeks/ months. Our preferred payment method for payment plans are via standing order, on an agreed regular monthly date. Please see our Debt Collection Policy for further information.
- We have had to introduce a late collection fee as we often have a few children that are regularly picked up after 3.00pm. The implication of this is that two members of staff must sit with the child/ children. We will therefore be charging £25.00 per each late collection to cover the cost of the members of staff staying on beyond their allocated hours. We do of course appreciate that situations beyond your control occasionally occur and in these instances of course we will not charge the late collection charge. Please telephone us as soon as you think you may be late so that we can prepare your child.

### **Additional Information**

- In the instance of long term childhood illness, and a child is absent for a long period due to illness, the Pre-School will decide on a case-by-case basis the fees due.
- For new starts – please note as we staff on a termly basis. We require 4 weeks written notice if you wish to delay your child's start date. If 4 weeks' notice period is not met, an invoice will be generated from the date you have requested, and you will be responsible for making the termly payment for the hours you have stipulated.
- Funded hours start on a Monday morning of each week. If the pre-school must close unexpectedly, your ESCC funded hours will apply in the same manner as any other week.
- Parents/ Carers will not be charged for closures due to exceptional circumstances where the Pre-School remains closed for a continuous period of 3 days or longer. Please see our Unexpected Closure Policy.

For further information of EYEE funding please visit [www.eastsussex.gov.uk](http://www.eastsussex.gov.uk) or follow the link on our website

This Policy was reviewed by	Sandra Cawsey - Bursar
This policy was adopted by	Rotherfield Village Pre School Directors
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