



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		

Procedures

- Hourly rate (from September 2017) £5.25
- Fees can be paid by bank transfer, cheque, cash, or via Childcare Vouchers. Please provide us with your Childcare Voucher company details.
- We have a £15.00 booking fee, which secures your place and gives you 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 3 (January – April – September), the government funds 15 hours per week of your child’s time at pre-school. Each early years setting can decide how to offer these hours. We offer these government funded hours as follows:

From 9.30 – 12.00

From 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.
- For your information, the government pay us £3.94 per funded child per hour. When your child is eligible for funding, you will be given a form to complete confirming your child's hours 3 times per year (September – January – April). East Sussex County Council 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.
- Some 2 year funded children when turning 3 will be eligible to receive Pupil Premium, which the government have implemented to target and support children. When your child turns 3 we will give you forms to complete for ESCC to check to see if you are eligible. Please ask in the office if you would like more information on Pupil Premium.
- 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.
- 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. After that 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
- 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. Our preferred payment method for payment plans are via standing order, on an agreed regular monthly date.
- We have had to introduce a late collection fee as we often have a few children that are regularly picked up after 3.00 p.m. The implication of this is that two members of staff have to 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.
- 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.

- 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 you do not provide us with notice, 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 has to 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 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
Date	July 2017
Review Date	July 2018