



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 2016) £4.85
- Fees can be paid by bank transfer, cheque, cash or via company scheme childcare vouchers.
- We have a £10.00 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 but legislation dictates that they must be a minimum of 2.5 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

1.00 – 3.00 (not part of EYEE offer as less than 2.5 hours)

12.00 – 3.00

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 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 £3.60 per funded child per hour. When your child is eligible for funding, you will be given, via your book bag, a form to complete, confirming your child's hours, 3 times per year (September – January – April). East Sussex County Council requests a copy of your child's birth certificate for proof of age, which we will send with 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 first two weeks of term. There are 6 terms per year, varying in length from 4-8 weeks. For actual dates (if you wish to calculate your fees in advance) please see the diary page on our website. If you would like to pay weekly/monthly please speak to our Bursar Sandra in the office.
- Fees must be payable within 21 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/reduced 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'.
- 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 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 for payment plans is standing order.
- 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 a member of staff has to sit with the child/children. We will therefore be charging £10.00 per each late collection to cover the cost of the member 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.
- Funded hours start on a Monday morning of each week, if the pre-school has to close for example for bad weather, you will only be able to claim your hours for the days you attend and we are open.

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	June 2016
Review Date	June 2017