



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.

7 Key features of effective practice

The best for every child	High quality care	The Curriculum	Pedagogy	Assessment	Self-regulation and executive function	Partnership with Parents
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1007446/6.7534_DfE_Development_Matters_Report_and_illustrations_web_2_.pdf						

Fee Structure

- Hourly rate for 2 year olds (from 1st March 2025) £8.20
- Hourly rate for 3 and 4 year olds (from 1st March 2025) £7.60
- There is a voluntary care package fee of between £1:50-£2:50 per session depending on if your child is toilet trained or not toilet trained, this goes towards the costs of consumables (morning and afternoon) This includes a nutritional snack, wipes, nappies, creams and woodland learning provisions.
- Children will still have full access to the EYFS (Early Years Foundation Stage) curriculum even if you choose to opt out of the care package, however the provision offered will be more *standardised* and may not include the additional enrichment activities and enhanced resources provided as part of the care package.

Care Package Breakdown	Non-toilet Trained Children	Toilet Trained Children
Nappies, Wipes and Creams	£1.00	No Charge
Morning Snack	£0.50p	£0.50p
Woodland Learning Activities and Special Celebrations (outside the expected EYFS Framework)	£1.00	£1.00
Suncream (May - July)	£0.50p	£0.50p

Total per session:	Non-toilet Trained Children	Toilet Trained Children
Morning 9am - 12pm	£2.50	£1.50
Afternoon from 1pm - 3pm	£2.00	£1.00
All Day 9am - 3pm	£2.50	£2.50
*(This excludes the suncream cost which will only be applied to invoices from May- July)		

- Early Bird (830-9am) £3.50
- After school club (3-5pm) £12.00 or £6 per hour (3pm-4pm)
- 5% sibling discount is offered.
- We charge a £25 admin fee for privately funded families.
- Fees can be paid by Bank Transfer, Standing Order (on monthly Payment Plans), or the Government tax-free childcare scheme <https://www.gov.uk/tax-free-childcare>
- **Please note, due to significantly increased bank charges we can no longer accept cash or cheques as forms of payment.**
- We require £100.00 as a deposit to hold a privately funded pre school place, this would be refunded when the child joins the setting on their second invoice.
- If the child's place at Pre School is not taken up the deposit will be non-refundable.
- East Sussex County Council (ESCC) funding periods run as follows; **Autumn Term:** September to December | **Winter Term:** January to April: **Spring Term:** May to July.
- For Rotherfield Village Pre-School term dates – Please see the events and dates section on our website.
- From the term after your child turns two or three, they may be eligible for 25 hours per week of government funding early education at preschool. Eligibility begins the term following your child's second or third birthday, depending on your circumstances. These terms typically start in September, January or April. In some cases, we may be able to access funding for children to start from the term they turn two. If you think this may apply to you, please speak to us at least six months before your child's second birthday so we can explore this option for you.

- Each Early Years settings has flexibility in how these funded hours are delivered. At our setting, we offer the government funded hours as follows:

Our Sessions	Non-Funded Rate	
	2's (£8.20ph)	3 & 4's (£7.60ph)
Morning 9am - 12pm (3 hrs)	£24.60	£22.80
Lunch Club Non-Funded Hour 12pm - 1pm (1 hr)	£8.20	£7.60
Afternoon 12am - 3pm (3 hrs)	£24.60	£22.80
All Day 9am - 3pm (6 hrs)	£41.00	£38.00

Our Sessions	Government Funded Rate	
	2's (£8.20ph)	3 & 4's (£7.60ph)
Morning 9am - 12pm (3 hrs)	Free	Free
Lunch Club Non-Funded Hour 12pm - 1pm (1 hr)	£8.20*	£7.60*
Afternoon 12pm - 3pm Monday & Friday only (3 hrs)	Free	Free
All Day 9am - 2pm (5 hrs)	Free	Free
All Day Non-Funded Hour 2pm - 3pm (1 hr)	£8.20*	£7.60*

Club Sessions	Rate	
Early Bird Club 8:30am - 9am (30 mins)	£3.50	£3.50
After School Club 3pm - 5pm (2 hrs)	£12.00	£12.00
Holiday Club 9am - 4pm (6 hrs)	£6.20ph	£6.20ph

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

Early Bird Club 08:30- 09:00

Pre School 09:00-15:00

After School Club 15:00-16:00/17:00

- Please contact the office if you would like clarification on when your child will become eligible for funding.
- You will be responsible for your invoice if you have not confirmed your eligibility for funded hours booked.
- We continually review our fee structure to ensure we can meet rising operational costs. We reserve the right to implement incremental fee increases when necessary. Any changes will be communicated with the appropriate notice period, in line with our policy.*

Information on Funding

- When your child becomes eligible for funded hours, you will receive a parental declaration form through us to complete. Please return this form to us promptly to enable us to make the claim on your behalf.
- ESCC requires an identification number from either your child's Birth Certificate or Passport as proof of age, which we are obliged to document on your funding form. Please bring your child's identification document (birth certificate/passport) with you when you return the form so that we can take a copy and make a note of the number. (as part of our GDPR compliance, we only record the ID number from this document). If needed, copies of birth certificates can be obtained from <https://www.gov.uk/browse/births-deaths-marriages>.
- You may be eligible to claim Early Years Pupil Premium (EYPP). This is additional funding for early years pre-school settings to improve the education they provide for disadvantaged 3- and 4 year-olds including, but not restricted to, those adopted from care. In order to check your availability for EYPP, please fill out the EYPP section of the form, including your NI no & DOB and /or DLA details.
- **Please note that your normally your child becomes eligible for funding the term after their birthday (September - January - April).** If you are unsure of when your child will qualify, please contact the office.
- For funded children, any hours booked over the maximum 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.

Increasing your Child's Sessions

- Please always request changes to hours in writing to office@rotherfieldpre-school.co.uk
- If your child is funded, any increase in hours will be chargeable at our current hourly rate until the next funding period begins. You will be able to claim up to 15 Universal funded Hours per week with Rotherfield Village Pre-School and 10 hours extended funding for those that are eligible for the working families code. Which is a total of 25hours of funding a week. Please see our Fee Structure for the conditions that apply to claiming these hours.
- If you are claiming the 30 funded hours and wish to share these between us and another setting, you will need to claim the **Universal Funded Hours** with us and the Extended Funded Hours at the other setting.
- If your child is not funded, you can increase your child's hours in writing at any time during the term, ratios permitting.

PLEASE NOTE THAT WE STAFF FOR THE TERM BASED ON THE NUMBER OF CHILDREN BOOKED. IF YOUR CHILD DOES NOT ATTEND FOR ANY REASON, YOU WILL BE RESPONSIBLE FOR PAYING FOR THE NUMBER OF HOURS YOU HAVE REQUESTED PRIOR TO THE START OF TERM.

Billing Procedure

- Invoices for fees will be issued by the 15th of each month.
- Fees will be payable in advance of the hours required.
- 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.
- Please keep your accounts in order. If there are outstanding fees, your child's place will be at risk.
- 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.
- 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.
- Any additional hours provided during the term will be invoiced at our hourly rate and payable within 14 days.
- If you leave our setting, we require 6 weeks written notice. This must be 'open payable weeks and doesn't include holidays'.

Difficulties with Payments

If you are having difficulties in paying your invoice, please speak to 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 is via standing order, on an agreed regular monthly date.

Late Collections

We have had to introduce a late collection fee as we occasionally have children that are regularly picked up late. The implication of this at the 3pm pick up is that for safeguarding reasons, 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. This will be implemented if children are collected later than 3.10pm and added to your invoice.

For late collections for sessions finishing at during the day sessions, at 12 and 1 o'clock, there will be an additional fee payable of £25.00 for anything over 10 minutes. This is due to staff not being able to leave on time to maintain ratios.

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 6 weeks written notice if you wish to delay your child's start date. If 6 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 payment for the hours you have specified.
- 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.

HM Government Tax-Free Childcare

To find out if you are eligible for Tax-free Childcare please look at: <https://www.gov.uk/tax-free-childcare>

30 Hours

We currently offer 25 hours of childcare offered by the Government, to see if you are entitled to the working families code please check via <https://www.gov.uk/free-childcare-if-working/apply-for-free-childcare-if-youre-working>. We are currently exploring whether we will be able to offer the full 30 hours later this year. If this is of interest and may affect your decision in choosing our pre-school, then please let us know.

For further information of EYEE funding please look at:

<https://www.eastsussex.gov.uk/childrenandfamilies/childcare/free-childcare/download/>

This Policy was reviewed by	Katie Powell/ Clair Turner
This policy was adopted by	Rotherfield Village Pre-School Directors
Date	Oct 2025
Review Date	Oct 2026

Review Log

Review Date	Brief Details of Amendments	Amended By	Agreed By
August 2021	Amended annual increase. Cash and cheque payments no longer accepted due to bank charge increase. Updated ESCC Funding Rate. Clarified EYPP.	Sandra Cawsey	Rotherfield Pre-School Staff and Directors
June 2022	Amend annual increase	Sandra Cawsey	Rotherfield Pre-School Staff and Directors
July 2023	Cost changes, registration fee, removed cheques, amended funded rates,	Shereen Milledge	Rotherfield Pre-School Staff and Directors
May 2024	Changes of funding rates, name changes, removed invoices being termly, changed to monthly. Changes invoices being payable in advance.	Laura Deveson	Rotherfield Pre-School Staff and Directors
May 2025	Changes of funded hours to free. Changes to care package being voluntary. Added section on forest school provisions being additional. Adjusted the hours we charge for, making 9-2 fully free in line with government changes.	Laura Argent	Rotherfield Pre-School Staff and Directors
Oct 2025	Changes to breakdown of care packages/ funding information.	Katie Powell / Clair Turner	Rotherfield Pre-School Directors
Jan 2026	Adding additional information about offering 25 hours, with the view to extend to 30 hours.	Katie Powell / Clair Turner	