



## 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 |
|                |                        |                       |                          |

### Fee Structure

- Hourly rate (from September 2019) £5.70. A review will take place in February for a possible further increase of an additional 30p from March 2020.
- 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.
- ESCC funding periods run: September – December : January – April : May – July.
- Rotherfield Village Pre-School term dates – Please see the Diary Pencil on our website.
- 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 – a 30 minutes fee applies 9.00 - 9.30 (£2.85)  
 Funded session between 12.30 – 3.00 - a 30 minutes fee applies 12.00 – 12.30 (£2.85)

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

Morning: 9.00 - 3.00                      9.00 - 12.00                      9.00 - 1.00

Afternoon: 12.00 - 3.00

Afternoon: 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: Under certain circumstances we offer 2 totally free sessions per day 10.00 – 1.00 for funded children. Please ask for details in the office. (a consumables supplement is payable to cover certain costs).

- 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 £4.02 per funded (3 and 4yr old) 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 & DoB to the form and /or DLA details, where applicable as you could qualify for additional funding. 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 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.

### **Once your Child Becomes Eligible for Funding**

- ESCC provide three opportunities per year to claim funded hours paid for by them. These are September; January; May. Any increase in hours between these times will need to be paid for at our current hourly rate (£5.70) which will be added to your invoice.
- ESCC do not allow increases to funded hours part way through a term.
- ESCC terms run: September – December : January – April : May – July.

## Increasing your Child's Sessions

- Please always request changes to hours in writing.
- 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. 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 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.
- Please keep your accounts in order. If outstanding fees reach £200 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.
- 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.

## **Late Collections**

- 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, 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 frequent late collections for sessions finishing at during the day sessions, at 12 and 1 o'clock, there will be an additional fee payable of £15.00 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 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.

## **30 Hours**

We do not offer 30 hours of childcare offered by the Government, however, we are able to offer this in conjunction with other childcare settings. In these instances, we would claim up to 15 hours per week of

the **Universal Funded Hours** and the remaining Extended Funded Hours would be claimed at your additional setting.

### **Voucher Companies**

We are registered with the following Voucher Companies;

Care 4  
Computershare Vouchers  
Co-operative flexible benefits  
Edenred  
Kiddivouchers  
Reward Gateway  
Sodexo  
Busybees

If you wish to pay via a Voucher Company Scheme and it would be more convenient for you to pay via a monthly plan, please speak to Sandra in the office.

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

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|-----------------------------|--|
| This Policy was reviewed by | Sandra Cawsey - Bursar                   |
| This policy was adopted by  | Rotherfield Village Pre School Directors |
| Date                        | July 2019                                |
| Review Date                 | July 2020                                |