**Child Protection and Safeguarding** 

**4.3 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.

**Procedures**

* We ask that fees are paid by Direct Debit however; we do accept payment by bank transfer or via company scheme childcare vouchers or the HMRC scheme.
* We have a £30.00 registration fee, which secures your place and contributes towards administration time and a Mayfield Preschool T shirt.
* From the term after your child turns 3, the government funds up to 15 hours per week of your child’s time at pre-school. We offer full flexibility about when you can use these hours within our daily opening times (though we ask that a child is in for a full session), and further hours can be taken if available at our current hourly rate (£6.80)
* We do recognise the 30 hour government funding and parents are responsible for applying for this and giving us the code.
* Funding for sessions can be used between the hours of 9.15am - 2.30pm Mondays to Friday. Full sessions must be taken.
* Please note that our session times (doors open) are as follows:
	+ 8.45am – 3.00pm
	+ 8.45am – 11.30am
	+ 8.45am – 12.30pm
	+ 12.30pm – 3.00pm
* Our lunchtime story and lunch box session runs from 11.30am-12.30pm
* Funded children will also be charged a ‘Care Package’ of £2 per session towards consumables, (for a child who attends all day, this will equate to two sessions, equal to £4).
* The government will also fund some 2 year old children – the manager can provide more information or you can find this through our fees and funding page on our website [www.mayfieldpreschool.co.uk](http://www.mayfieldpreschool.co.uk)
* For your information, the government pay us £4.33 per funded child per hour. When your child is eligible for funding, you will be sent a form to sign by ‘Funding Loop’ (who administer the Funding on our behalf) confirming your child’s hours 3 times per year. East Sussex County Council request a copy of your child’s birth certificate/passport for proof of age, to also be uploaded. If you are unable to action this digitally, a hard copy of the form can be issued.
* Any hours booked over the 15 hours will be charged at the current hourly rate. Invoices for fees will be issued via email within the first two weeks of term. There are 6 terms per year, varying in length from 5-8 weeks. For actual dates (if you wish to calculate your fees in advance) please see our diary page on our website, or speak to a member of staff. If you would like to pay weekly, please speak to the Manager.
* Fees are payable monthly by the date on your Invoice (usually around the 15th). If still outstanding at the end of the month, a letter will be issued stating that payment is due immediately. If payment is not received within 7 days from the date of the letter, funded children will have their hours reduced to the 15 ‘funded hours’ and non-funded children could lose their place. If you are having difficulties in paying your invoice, please speak to the Manager ASAP in order that a payment plan can be agreed and implemented. A payment plan will be drawn up stating a weekly amount to be paid, for a set period of weeks.
* Please note that the hours booked at the start of term will be chargeable as we staff per term.
* Note, we have a late collection fee of £20 if children are collected later than 10 minutes from their session end, due to staffing ratios.

**Late Payments**

Whilst payable monthly, Invoices are billed termly (during the first 2 weeks of each term) for your child’s hours. We give a two week period to pay the monthly instalment. After this time, if payment has not been received, a letter will be sent issuing a further 7 day term. After this time we will then contact you again and your child’s space could potentially be suspended or given away if payment is not received. If you are struggling to make payments please get in contact (mayfieldpreschooloffice@yahoo.com) and we can work out a payment plan. After this time a late payment fee of £20 will be charged.

**Absences and Termination of Contract**

* Any absent days through sickness or holidays are chargeable as sessions are booked and staffed in advance.
* Please also note that due to staffing we cannot swap days and that any change in your normal sessions will be chargeable.
* In the event that you need to move you child from our setting, we require one full terms notice. If this cannot be given a full terms rate for your child’s normal hours will be invoiced.

For further information of EYEE funding please visit www.eastsussex.gov.uk or follow the link on our website