**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**

* Current hourly rate
* Fees can be paid by bank transfer, cheque, cash or via company scheme childcare vouchers.
* We have a £25.00 registration fee, which secures your place and contributes towards administration time.
* From the term after your child turns 3, the government funds 15 hours per week of your child’s time at pre-school. We offer full flexibility about when you can take use hours within our daily opening times (though ask that a child is in for a full session), and further hours can be taken if available at our current hourly rate (£5.80)
* We do recognise the 30 hour government funding and parents are responsible for applying for this and giving us the code.
* Please note that our sessions (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
* 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 £4.02 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. East Sussex County Council request a copy of your child’s birth certificate/passport for proof of age, which we will send with your funding form.
* Any hours booked over the 15 hours will be charged at the current hourly rate. Invoices for fees will be issued via email or book bags 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 must be payable within 3 weeks. After that time, 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 15 ‘free 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 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**

Invoices are billed termly (during the third week of each term) for your child’s hours. We give a two week period to pay these. 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.

**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