

**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 have fully refundable deposit of £70 to secure your place, along with an additional £30 fee which covers two initial settling in sessions of one hour each and a Puddle suit which will be kept at preschool for your convenience. If you choose not to pay this £30, the settling in fees will be added to your first invoice at the current hourly rate and you will be required to send in appropriate, labelled outdoor clothing daily with your child.
* We ask that fees are paid by bank transfer or the HMRC Tax free Childcare scheme. (Please ensure you identify the sender) on the 1st of each month.

Bank details - Mayfield Preschool

601030

73181706

* From the term after your child turns two, the government funds up to 15 hours per week of your child's time at preschool. 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 £8.40 - payment for additional, ad hoc sessions are payable on the day via our SumUp machine at £10 per hour.
* We do recognise the 30 hour government funding and parents are responsible for applying for this themselves and giving us the code - you will be required to revalidate this with HMRC prior to every term.
* Funding for sessions are limited to five hours per day, (three hours per morning including lunch), two hours per short morning and two hours per afternoon). Monday to Friday. Full sessions, however, must be taken.
* Please note that our session times (doors open) are as follows.
	+ 8.45 until 3:00.
	+ 8.45 until 11.45
	+ 8.45 until 12.30
	+ 12.30 until 3.00
* Our lunchtime story and lunch box session runs from 11:45 to 12:30.
* Funded children will also be charged a voluntary welfare package fee of £1 per session to cover a fresh, healthy snack mid session (for a child who attends all day this will equate to two sessions equal to £2).
* To determine the type of funding you are eligible for please refer to the government childcare choices website. If you are given a code, please pass this on to the preschool as soon as possible.
* For your information, the government pay us £5.42/£8.20 per funded child per hour. When your child is eligible for funding, you will be sent a form electronically to sign by ‘*Funding Loop’* (who administer the funding on our behalf) confirming your child's hours, three times a 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're unable to action this digitally, a hard copy of the form is acceptable.
* Any hours booked over the 15 hours will be charged at the current hourly rate. Invoices for fees will be issued two weeks before the month payable.
* Fees are payable monthly on the 1st of each month, if unpaid, a reminder will be sent around the 15th. If still outstanding at the end of the month, a letter will be issued stating that payment is due immediately and a late payment fee of £20 will be added. If payment is not received within 7 days from the date of this 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 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 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. If a reduction of hours is discussed/agreed mid term, there will be an admin fee of £20 payable.
* Note: we have a late collection of fee of £20 if children collected later than 10 minutes from their session end due to staffing ratios.

**Late Payments**

* As previously stated, fees are payable monthly on the 1st of each month. If unpaid a reminder will be sent around the 15th. If still outstanding at the end of the month, a letter will be issued stating that payment is due immediately and a late payment of £20 will be added. 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 as soon as possible (or e-mail us on mayfield preschooloffice@yahoo.com) 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.
* Failure to comply with an agreed payment plan may result in a claim being made against you via the County court (Small claims court).

**Absences and Termination of Contract**

* Any absent days through sickness or holidays are chargeable as sessions are booked and staffed in advanced.
* 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 remove your child from your setting, we required 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 Further funding please visit www.eastsussex.gov.uk