



Fees Policy

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.

Fee Structure

- Hourly rate (from April 2022) £6.30. Every term we include a termly contribution fee of £20 which compulsory for all children, this contribution fee is for all consumables. The Early Years 15 hours Government Funding that we receive does not cover our costs and as a small non-profit registered charity we are constantly looking at ways to cover our shortfalls and to keep our amazing setting financially viable. All profits and funds raised are put back into the setting, for children's resources, overheads, property maintenance and staff wages.
- 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.
- East Sussex County Council (ESCC) funding periods run as follows; **Autumn Term:** September to December | **Spring Term:** January to March: **Summer Term:** April to July.
- For Hartfield Playschool School term dates – Please see the home page or hours, dates and fees page on our website.
- From the term after your child turns three, the government funds 15 hours per week of your child's time at playschool. **Please note that your child becomes eligible for funding the term after their third birthday (September - January - April).** Each Early Years setting can decide how to offer these hours. We offer these government funded hours as follows:
Anytime between 9am -3pm, charges will only apply once you go over 15 hours.



General requirement: Administration and organisation

- The government will also fund some 2-year-old children, please go to <https://www.gov.uk/helpwith-childcare-costs/free-childcare-2-year-olds> for further information or 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.

Information on Funding

- For your information, the local authority pay us £4.33 per funded (3 and 4yr old) child per hour.
- In order to claim the hours from 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 & Date of Birth to the form and /or DLA details, where applicable as you could qualify for additional 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 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 this with you when you return the form so that the number can be recorded (we keep a copy of this in line with GDPR regulations). If needed, copies of birth certificates can be obtained from <https://www.gov.uk/browse/births-deaths-marriages> .
- Government funded hours through East Sussex County Council (ESCC) allow applications for funded hours strictly during set times in September, January, and April. The funded hours applied for at each application cannot be increased or exceeded until the next funding application. Any additional hours provided between applications will be charged for at our usual hourly rate.



General requirement: Administration and organisation

- 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.

30 Hours Funding

- We do take the 30 hours, but with limited spaces per cohort. Please apply directly with Sarah.
- To find out more information about eligibility please go to [How to apply for 30 hours free childcare | Childcare choices](#)

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 Hartfield Playschool. Please see our Fee Structure for the conditions that apply to claiming these hours.
- 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 3 terms per year. For dates please see our home page on our website.
- Fees are payable within 7 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.
- If outstanding fees remain your child's place will be at risk.
- Late payment of fees after the 7 days, or the agreed payment plan 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 half a terms written notice.
- Any additional hours provided during the term will be invoiced at our hourly rate and payable within 7 days.

Difficulties with Payments

If you are having difficulties in paying your invoice, please speak to Sarah 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



General requirement: Administration and organisation

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. As this has been a problem in the past we have had to operate a fine system as a deterrent. **The fine is £5 for every 5 minutes (or part thereof) that you are late.** If you are between 5 and 10 minutes late you will be fined £5; between 10 and 15 minutes late the fine will be £10, and so on. The staff will notify you on the day that you are being fined.

We understand that occasionally situations arise that mean you are unavoidably detained. In these rare events you must notify Playschool in advance that you will be late so that appropriate arrangements can be made. For frequent late collections for sessions finishing during the day, at a 11.30 and 12.30, there will be an additional fee payable as detailed above. 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 fee. 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 Playschool will decide on a case-by-case basis the fees due.
- For new starters – please note as we staff on a termly basis. We require half a terms written notice if you wish to delay your child's start date. If half a terms 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 requested.
- Funded hours start on a Monday morning of each week. If the Playschool 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 Playschool remains closed for a continuous period of 3 days or longer. Please see our Unexpected Closure Policy.



General requirement: Administration and organisation

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>

Voucher Companies

We are registered with the following Voucher Companies.

Care 4

Computershare Vouchers

Co-operative flexible benefits

Edenred

Kiddivouchers

Reward Gateway

Sodexo

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 Sarah.

For further information of EYEE funding please look at:

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

This policy was reviewed by the Early Years Manager Debbie Arnett in line with the 'Essential policies and procedures for the EYFS' by Preschool Learning Alliance
This policy was adopted by Hartfield Playschool trustees and staff on 29th January 2021.

Reviewed: September 2022

Name of Early Years Manager: Debbie Arnett

Signature:

Name of Registered Person and trustee: Sarah Adams

Signature:



General requirement: Administration and organisation