

## 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

- Hourly rate for under 3s (from April 2019): £5.50
- Hourly rate for over 3s: £5.20
- Special sessions (e.g. gymnastics): cost varies
- Fees can be paid by bank transfer or via Childcare Vouchers. Please provide us with your Childcare Voucher company details.
- From the term after your child turns 3 (January – April – September), the government funds 15 hours per week of your child's time at nursery (the Early Years Entitlement).
- Each Early Years setting can decide how to offer these hours. We offer these government funded hours as follows:
  - From 9:00am – 11:30am
  - From 12:30pm – 3:00pm
  - Our normal hourly rate will be applied outside these times.
- The 15 funded hours can be taken over any combination of up to 6 sessions.
- We ask that children enrol for a **minimum** of two sessions per week to ensure continuity.
- The government will also fund some 2-year-old children – please email the office for details: [admin@stmarysnurseryschool.org.uk](mailto:admin@stmarysnurseryschool.org.uk)
- We are able to offer a limited number of Extended Entitlement places for eligible children, providing 30 funded hours per week, subject to availability. Parents need to apply for this funding themselves. Further information is available from the nursery.
- When your child is eligible for funding, you will be given a form to complete confirming your child's hours **3 times per year** (September – January – April). East Sussex County Council 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.
- Parents/carers who are claiming benefits or whose children have been in care or have been adopted may be eligible to receive the Early Year Pupil Premium (EYPP), which the government have implemented to target and support children. When your child turns 3 we will give you forms to complete to see if you are eligible. Please ask in the office if you would like more information on EYPP.
- For children in receipt of Early Years Entitlement funding, any hours booked over the 15 hours will be charged at the current hourly rate.
- Any ad hoc sessions booked will be charged in full as EYEE funding does not cover such sessions.

- Non-funded children will be charged for all hours attended at our normal hourly rate.
- Invoices for fees will be issued on a monthly basis. Invoices are issued on the first working day of the month.
- Ad-hoc sessions can be booked with 24 hours notice and once agreed must be paid for in advance by bank transfer.
- Requests for alternative payment schedules (e.g. termly) must be approved by the Nursery Committee.
- We are a cash-free setting – all invoices must be paid via bank transfer.
- Fees are payable within 14 days. After that 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 and non-funded children could lose their place. If fees are not paid in full by the end of each term, we can no longer guarantee your child's place will remain open in the new term.
- Late payment of fees after the 14 days, or the agreed monthly standing order date will incur a penalty of 10% of the outstanding bill for each outstanding week until the invoice is paid in full.
- If you are having difficulties in paying your invoice, please speak to Rebecca Drake (Financial Administrator) 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. Our preferred payment method for payment plans are via standing order, on an agreed regular monthly date.
- We charge a late collection fee for children that are picked up after 3.30 p.m. Collection after this time means that two members of staff have to sit with the child/children. We therefore charge £25.00 per each late collection to cover the cost of the members of staff staying on beyond their allocated hours. 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.
- 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.
- Due to staffing we cannot swap days and any change in your normal sessions will be chargeable. Changes to scheduled attendance can only be made on a termly basis (i.e. September, January & April) and not mid-term.
- If you leave our setting, we require 4 weeks written notice.
- For new starters: 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 you do not provide us with notice, 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 nursery has to 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 nursery remains closed for a continuous period of 3 days or longer. Please see our **Unexpected Closure** policy.

### ***Early Years Entitlement-only places***

- St Mary's Nursery offers two Early Years Entitlement-only places for disadvantaged families.

- These places provide up to 15 hours per week (Universal Entitlement) or 30 hours per week (Extended Entitlement) for 38 weeks of the year.
- These places are restricted to 2.5-hour sessions only (9am – 11:30am or 12:30pm – 3pm).
- If all-day care is required, the regular hourly fee will be charged to cover the hour between 11:30am and 12:30pm.
- The Early Years Entitlement funding is intended to deliver free, high quality childcare. It is not intended to pay for the costs of meals, drinks, snacks, other consumables, extra hours or additional activities.

**For further information of EYEE funding please visit [www.eastsussex.gov.uk](http://www.eastsussex.gov.uk)**

This Policy was reviewed by	Rebecca Drake & Management Team
This Policy was adopted by	Staff and St Mary's Nursery Committee
Signatory (Committee Chairperson)	Kate Shilling
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