****Fees Policy

* **Fee structure**
* Opening hours are from 6am-18.30pm Monday- Friday throughout the year. Holiday letters are given out at the beginning of each year to explain when the setting will be closed.
* Our hourly rate is £4.20 an hour per person. With a sibling discount

for the older sibling which is charged at £3.90 an hour. Parents/carers will be charged for their contracted hours unless stated otherwise e.g shift pattern or ad hoc children. Unsociable hours including before 6am and after 18.30pm will be charged at £4.50 an hour.

* Early Years entitlement can be accessed at the setting and we are registered for both the 15 hours universal and the 15 hours extended. We also accept 2 year funding. We will be accepting the funding during term time which is 570 hours or 1,140 hours over 39 weeks. This is to ensure that the children using a pre-school or second setting, have the same hours available each week. For children not using another setting we may be able to use the stretched offer over the whole year. There is a maximum of 10 funded hours a day, any hours over this will be charged at the hourly rate.
* **Additional methods of payment and charges**
* We are registered with several childcare voucher schemes and the tax free childcare scheme which has recently been introduced by the government.
* Meals are optional, we offer breakfast, lunch and tea. These are charged at a different price depending on the age of your child and whether it is a hot or cold meal.
* Swimming is £2 and Tatty Bumpkins (movement and yoga class) £3.
* **When fees are payable/not payable**
* If the child is attending the setting the hourly rate applies
* If the child is sick the hourly rate applies
* If a parent gives at least 4 weeks’ notice of a planned holiday. We may be able to fill the space and the charges may not apply.
* If the setting is closed: either planned holidays and bank holidays or in an emergency- the fees do not apply.
* **Retainer and deposit**
* We do not charge a retainer or deposit for a space but we do ask that you give as much notice as possible if you know you will not be taking up the place that you have booked.
* **Invoicing**
* Invoices will be given- the last attended session of the month. The setting will give the invoice to you by hand or put into your child’s bag and you will be notified of this.
* The invoices must be paid by the 5th of the following month. A late payment fee of £25 pounds will be charged if payment is made after the 5th of the next month.
* Bank details are included on the invoices if you wish to pay directly in to the bank, cash and cheques are also accepted. Cheques must be payable to Charlotte Hamlin.
* Included on the invoice are details of additional charges: activities and meals. The early years funding is also deducted and explained on the invoice. The number of hours are shown plus the hourly rate.
* **Changes to your child’s hours**
* If you wish to change your child’s contracted hours we require at least 4 weeks’ notice.
* If you wish to change your child’s contracted day, we may not always be able to accommodate these changes by the date that you require but we will endeavour to fit you in as soon as a space becomes available.
* Parents/carers can give verbal notice of changes to hours and days. Once a date has been agreed we will ask the parent/carer to sign an additional sheet in their child’s records to state the change and date.
* **Notice period to cancel child’s place**
* Parents/carers must give at least 4 weeks’ notice to cancel their child’s place at the setting. This can be given in writing or verbally (the setting will record this).
* Your child’s place may be cancelled if payment is not made within 14 day of receiving the invoice.
* If 4 weeks’ notice is not given e.g 1 week notice is given- the contracted hours will be charged for the full 4 weeks. If your child is funded, funding will be claimed for 4 weeks after notice is given.
* If you are late collecting your child the hourly rate applies unless it is unsociable hours, after 18.30pm which are charged at £4.50 an hour.
* **Non-payment of fees:**
* The invoice is given on the last session of each month and must be paid by the 5th of the following month. If the bill is not paid we will set up a debt recovery meeting by the 14th of the month. A payment plan may be agreed with a time scale of payment dates and must be signed by both the parent/carer and the setting manager.
* If the payment plan is not followed the child’s place may be cancelled until the debt is paid.

**Early Years Entitlement (EYE)**

* **Universal Entitlement (15 hours)**

* All 3 to 4-year-olds in England can get free early education or childcare.Children can get 570 free hours per year. It’s usually taken as 15 hours a week for 38 weeks of the year, but you can choose to take fewer hours over more weeks, for example.
* You can get it from the term after your child’s 3rd birthday.
* Your 2-year-old can get free early education and childcare if you live in England and get one of the following benefits:
* Income Support
* income-based Jobseeker’s Allowance (JSA)
* income-related Employment and Support Allowance (ESA)
* Universal Credit
* tax credits and you have an annual income of under £16,190 before tax
* the guaranteed element of State Pension Credit
* support through part 6 of the Immigration and Asylum Act
* the Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)
* A child can also get free early education and childcare if any of the following apply:
* they’re looked after by a local council
* they have a current statement of special education needs (SEN) or an education, health and care (EHC) plan
* they get Disability Living Allowance
* they’ve left care under a special guardianship order, child arrangements order or adoption order
* funding starts from the term after your child’s 2nd birthday
* you must have a letter confirming your eligibility.

The free early education and childcare:

* must be with an approved childcare provider
* stops when your child starts in reception class (or reaches compulsory school age, if later)

Contact your childcare provider or local council to find out more

**Extended hours (15 hours)**

**30 hours free childcare**

You may be able to get up to 30 hours free childcare (1,140 hours per year, which you can choose how you take).

If you’re eligible for the extra hours, you sign up online to get a code to give to your childcare provider to reserve your place. You’ll get the extra hours once the next term starts.

If you’ve already registered, you can sign in to your childcare account.

**Eligibility**

You can usually get 30 hours free childcare if you (and your partner, if you have one) are:

* in work - or getting parental leave, sick leave or annual leave
* each earning at least the National Minimum Wage or Living Wage for 16 hours a week - this is £120 if you’re over 25

This earnings limit doesn’t apply if you’re self-employed and started your business less than 12 months ago.

You’re not eligible if:

* your child doesn’t usually live with you
* the child is your foster child
* either you or your partner has a taxable income over £100,000

You can get 30 hours free childcare at the same time as claiming Universal Credit, tax credits or childcare vouchers.

**If you can’t work**

You may still be eligible if your partner is working, and you get Incapacity Benefit, Severe Disablement Allowance, Carer’s Allowance or Employment and Support Allowance.

**Apply for 30 hours free childcare**

You’ll need your details (and your partner’s, if you have one), including your:

* National Insurance number
* Unique Taxpayer Reference (UTR), if you’re self-employed

You’ll get a childcare account if your application is successful. You can use it to get your code for 30 hours free childcare.

If you pay for childcare and want to use Tax-Free Childcare to get help with costs, you can also apply using this service.

It usually takes 20 minutes to apply. You may find out if you’re eligible straight away, but it can take up to 7 days.

* The hours will be available to claim in term time only unless we are the only setting that the child access’ and then we may be able to offer the stretched hours throughout the year (except when the setting is closed)
* To claim the universal funding for 2 year olds and 3-5 year olds, we require a copy of your child’s birth certificate. If you are claiming the extended hours we will also need you to fill out our parent declaration form which includes the 500 number unique to your child and both parents national insurance numbers. Parents/carers will need to sign this declaration to say they are eligible and to say that they are happy for us to share these details for funding purposes. A new form will need to be signed if hours are changed. We cannot claim the extended entitlement if the parent/carer does not agree to share their national insurance number.

* The maximum hours a day that we can claim for is 10. Any hours attended over this will be charged at the hourly rate.

**Parental responsibility** – reconfirmation of eligibility

It is the parent’s responsibility to log on to their account every 3 months to reconfirm their eligibility. If a parent does not reconfirm their eligibility in time, they may not be able to access the funding next term. The parents will then be charged for the hours the child attends. Parents will be reminded by the local authority to reconfirm eligibility.

**Grace period (extended entitlement only), detailing: as stated in the local provider agreement document September 2017**

* In respect of children taking up an extended entitlement place, a child will enter the grace period when the child’s parents cease to meet the eligibility criteria set out above. Entitlements Team will be able to access information about whether a child has ceased to meet the eligibility criteria and entered the grace period via the Eligibility Checking Service. The grace period end date will automatically be applied to eligibility codes.
* The Local Authority will continue to fund a place for a child who enters the grace period as set out in the Early Education and Childcare Statutory guidance for Local Authorities 2017.
* Parents will only be able to claim the extended entitlement while they remain eligible. If a parent ceases to be eligible at the end of the grace period the child will only be eligible for the universal entitlement

**Reviewing Fees**

**Fees will be reviewed annually and parents/carers will receive written notification of any changes, with at least 4 weeks’ notice.**

**Signed…………………………………………………………………………………….**

**Date……......**

**Reviewed……………………………**