General Welfare Requirement: Organisation

Administration

Fee Structure – September 2026

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.

7 Key features of effective practice

The best for every child	High quality care	The Curriculum	Pedagogy	Assessment	Self-regulation and executive function	Partnership with Parents
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1007446/6.7534_DfE_Development_Matters_Report_and_illustrations_web__2_.pdf						

Our session fee structure

- Rotherfield Village Pre-school is a term-time only setting.
- Hourly rate for 2 year olds from 1st September 2026 is £8.44
- Hourly rate for 3 and 4 year olds from 1st September 2026 is £7.84
- Early Bird Club 8:00 - 9:00am; please see the table below for our fees.
- Early Bird Club runs from 8:30 - 9:00am; please see the table below for our fees.
- After School Club 3:00 - 5:00pm; please see the table below for our fees.
- Ad-hoc Lunch Club 12:00 - 1:00pm; please see the table below for our fees. We offer an Ad-hoc lunch club that can be booked as needed, depending on available space and required child-to-staff ratios.
- A 5% sibling discount is offered for families with two or more children attending the pre-school at the same time.
- We charge a £25.00 non-refundable registration fee for families taking any privately funded hours.
- We require £75.00 deposit to hold any privately funded pre-school place, this will be refunded when the child joins the setting on their second invoice, either via a bank transfer or credit note on your account. If you decide not to take a place at our pre-school, the £75.00 deposit is non-refundable.

- There is a voluntary care-package fee; please see the care-package section below for a full breakdown.

Fee Structure - Private Hours	2's (£8.44 per hour)	3 and 4's (£7.84 per hour)
Early Bird Club 8:00am – 9am (1 hour)	£4.22	£3.92
Early Bird Club 8:30am – 9am (30 minutes)	£8.44	£7.84
Morning 9am - 12pm (3 hours)	£25.32	£23.52
Lunch Club 12pm - 1pm (1 hour)	£8.44	£7.84
Afternoon 12pm - 3pm (3 hours)	£25.32	£23.52
All Day 2pm - 3pm (1 hour)	£8.44	£7.84
After School Club 3pm - 5pm (1 or 2 hours)	£8.44	£7.84

Fee Structure – 15 'Universal' Hours	2's (£8.44 per hour)*	3 and 4's (£7.84 per hour)
Early Bird Club 8:00am – 9am (1 hour)	£4.22	£3.92
Early Bird Club 8:30am – 9am (30 minutes)	£8.44	£7.84
Morning 9am - 12pm (3 hours)	Free	Free
Lunch Club 12pm - 1pm (1 hour)	Free or £8.44*	Free or £7.84*
Afternoon 12pm - 3pm (3 hours)	Free	Free
After School Club 3pm - 5pm (1 or 2 hours)	£8.44	£7.84

*Lunch Club can be included in your universal hours if they are regular hours and within your funding allocation.

We offer 15 hours of funded childcare** for eligible families who need additional support or have a low income, starting from the term after their child turns two. Please see the details below.

Fee Structure – 30 'Extended' Hours	2's (£8.44 per hour)	3 and 4's (£7.84 per hour)
Early Bird Club 8:00am – 9am (1 hour)	£4.22	£3.92
Early Bird Club 8:30am – 9am (30 minutes)	£8.44	£7.84
Morning 9am - 12pm (3 hours)	Free	Free
Lunch Club 12pm - 1pm (1 hour)	Free or £8.44*	Free or £7.84*
Afternoon 12pm - 3pm (3 hours)	Free	Free
After School Club 3pm - 5pm (1 or 2 hours)	£8.44	£7.84

* Lunch Club can be included in your universal hours if they are regular hours and within your funding allocation.

Our care package

- There is a voluntary care-package fee of £2.25 - £3.75 per session, depending on whether your child is toilet trained. This contribution helps cover the cost of consumables used throughout the day, including nutritional snacks, wipes, nappies, nappy-rash creams, woodland-learning resources and special celebrations.
- All children will have full access to the EYFS (Early Years Foundation Stage) curriculum even if you choose to opt out of the care package. However, the provision offered will be more

standardised and may not include the additional enrichment activities and enhanced resources provided as part of the care package.

- Families who choose to opt out of our care package must follow all procedures outlined in our care-package policy. This includes providing the required items from home and meeting all health, safety and hygiene expectations. Families must also supply a healthy, prepared snack in line with the government-approved list to ensure consistency and compliance across the setting.

Care Package Per Session	Non-toilet trained	Toilet trained
Nappies, Wipes & Nappy-rash Cream	£1.50p	N/A
Morning Snack	£0.75p	£0.75p
Woodland Activities and Special Celebrations	£1.50p	£1.50p
Suncream (March- September)	£0.50p	£0.50p
External Clubs	As Priced	As Priced
Total	**£3.75 per session**	**£2.25 per session**

Government funded hours

- If you would like clarification on when your child will become eligible for funding, you can check via this link https://www.eastsussex.gov.uk/children-families/childcare/funding/apply
- If you are a working family, you might be eligible for 30 hours funding, you can check via this link https://www.gov.uk/free-childcare-if-working/check-youre-eligible
- There are three types of funding that you might be eligible for:
    - **15 Hours funding for eligible children aged two and above:** The government offers funded childcare for families who need additional support, have a low income or foster children. Eligibility may apply if you receive certain government benefits, if you have a disability, or if you have recently moved to the UK and are unable to access public funds. You can apply through ESCC via this link https://eyeeonline.eastsussex.gov.uk/Synergy/Enquiries/Citizen/EarlyYears.aspx
    - **15 Hours 'Universal' funding for all children aged three and above:** All families are entitled to 15 hours of 'Universal' government-funded childcare each week when their child is aged three or four. This entitlement continues until they start school. You simply need to register with our pre-school, and we will claim the funding on your behalf. Please note that children can access this funding the term after they turn three.
    - **30 Hours 'Extended' funding for eligible two, three and four year olds:** Working parents may be able to access 30 hours of government-funded childcare each week when their child is aged two, three or four. To qualify, each adult in the household must be working at least 16 hours per week, earning at least the minimum wage, and no one in the home can earn more than £100,000 per year. Single-parent families must follow the same eligibility criteria. If you think you might qualify, you will need to apply for, and maintain a

valid funding code through this link https://www.gov.uk/free-childcare-if-working/check-youre-eligible

- Each Early Years settings have the flexibility in how funded hours are delivered. Please refer to the tables above for how we structure ours, but typically our sessions (doors open) run as follows:
    - **Early Bird Club:** 8:00am - 9:00am
    - **Normal Pre-School Hours:** 9:00am - 3:00pm
    - **After School Club:** 3:00am - 5:00pm
- You will be responsible to pay for your invoice if you have not confirmed your eligibility for the funded hours you have booked, and the government has not yet confirmed your entitlement through your government gateway.
- For funded children, any hours booked beyond the maximum 15 or 30 funded hours will be charged at the current hourly rate. In addition, ad-hoc sessions are charged as private hours, as EYEE funding does not cover these sessions.

What we need from you to access funding

- Once you have registered with our setting and your child becomes eligible for funded hours, we will provide you with an ESCC Parental Declaration Form to complete. Please return this form promptly so that we can submit the funding claim on your behalf. All information must be accurate and fully completed, including your **National Insurance number and the parent's date of birth**.
- ESCC requires an identification number from either your child's **Birth Certificate or Passport** as proof of age, which we are obliged to document this on your funding form. Please bring your child's original identification document (birth certificate/passport) with you when you return the form so we can make a note of the number (as part of our GDPR compliance, we only record the ID number from this document). If needed, copies of birth certificates can be obtained from https://www.gov.uk/browse/births-deathsmarriages.
- You may be eligible to claim Early Years Pupil Premium (EYPP). This is additional funding for early years settings to improve the education they provide for disadvantaged 3 and 4 year-olds including, but not restricted to, those adopted from care. In order to check your availability for EYPP, please fill out the **EYPP section of the form, including your NI no & DOB and /or DLA details.**
- Funded hours start on a Monday morning of each week. If the pre-school must close unexpectedly, your ESCC funded hours will apply in the same manner as any other week.
- Non-funded children will be charged for all hours booked as part of our agreement.

Increasing your child's sessions

- Please submit all requests to change your child's hours in writing by emailing office@rotherfieldpre-school.co.uk.

- If your child receives funded hours, any additional hours requested during a funding period will be charged at our current 'Private Fees' hourly rates or until the start of the next funding period. You may claim up to 15 'Universal' funded hours or 30 'Extended' funded hours per week with Rotherfield Village Pre-School.
- If you are eligible for 30 funded hours and wish to split these between Rotherfield Village Pre-School and another childcare provider, the Universal Funded Hours must be claimed with us, while the Extended Funded Hours should be claimed with the other setting.
- If your child is not receiving funded hours, you may request an increase to your child's sessions at any time during the term, subject to availability and staffing ratios.

Term dates and inset days

- For our term dates, please visit our website or speak to our manager. We observe five INSET days each year, in line with Rotherfield Primary School and the standard national bank holidays. You will still have access to 38 weeks of childcare and funding.

Billing procedure

- Invoices for all fees will be issued around the 15th of each month.
- Fees will be payable in advance of the hours required.
- Fees are payable within 14 days.
- If full payment is not received after this time, an email or reminder through our Famly app will be issued stating that payment is due immediately. If payment is not received within 7 days from the date of the reminder, a £25.00 late fee will be applied to your account and your child's place at our pre-school may be at risk.
- 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.
- Any additional hours provided during the term will be invoiced at our hourly rate and payable within 14 days.
- Fees can be paid by Bank Transfer or via the Government tax-free childcare scheme https://www.gov.uk/tax-free-childcare. Please note that due to significantly increased bank charges, we can no longer accept cash or cheques as forms of payment.
- Our staffing ratios are planned according to the sessions booked before the start of each term. If your child is absent for any reason, you will still be responsible for paying for the hours booked prior to the start of the term.
- If you leave our setting, we require a 6 week written notice. This must be open payable weeks and doesn't include holidays when we are closed.
- For new starters, please note that we staff on a termly basis in advance. We require six weeks' written notice if you wish to delay your child's start date. If the six week notice period is not met,

an invoice will be issued from the date you have requested, and you will be responsible for paying for the hours specified. Add once

Difficulties with Payments

If you are experiencing difficulties paying your invoice, please speak to the office as soon as possible so that a payment plan can be agreed and put in place. A plan will outline a set weekly or monthly amount to be paid over an agreed period. Our preferred payment method for payment plans is a standing order, arranged for a regular monthly date.

Late Collections

- We have introduced a late-collection fee as we occasionally have children who are regularly picked up after the end of the session. At the 3pm collection time, safeguarding requirements mean that two members of staff must remain with the child or children. To cover the cost of staff staying beyond their contracted hours, a fee of £25.00 will be charged for each late collection. This will be applied when children are collected after 3:10pm and will be added to your invoice.
- For late collections during sessions that finish at 12:00pm or 1:00pm, an additional fee of £25.00 will be charged for any collection more than 10 minutes after the session ends. This is because staff are unable to leave on time, and ratios must be maintained until all children have been collected.
- We do appreciate that situations beyond your control can occasionally arise, and in these circumstances we will review any charges on a case-by-case basis.
- Please telephone us as soon as you think you may be late so that we can prepare your child for your late arrival.

Unexpected Closure

- Private and funded hours begin on Monday morning each week. If the pre-school has to close unexpectedly, your private and funded hours will be applied in the same way as any other week, unless we have availability to offer an alternative day for that week.
- Families will not be charged for closures due to exceptional circumstances where the pre-school remains closed for a continuous period of 3 days or longer. Please see our Unexpected Closure Policy.

Additional Information

- In cases of long-term childhood illness, where a child is absent for an extended period, the pre-school will determine on a case-by-case basis whether fees are due.
- Please note that staffing levels are planned in advance based on the sessions booked for each term. If your child is absent for any reason, you will still be responsible for paying for the hours you booked before the start of the term.

- We continually review our fee structure to ensure we can meet rising operational costs. We reserve the right to implement incremental fee increases when necessary. Any changes will be communicated with the appropriate notice period, in line with our policy.

Quick Links

Government Funded 15 Hours https://www.eastsussex.gov.uk/children-families/childcare/funding/apply

Government Funded 30 Hours https://beststartinlife.gov.uk/

Government Tax-Free Childcare https://www.gov.uk/tax-free-childcare

This Policy was reviewed by	Clair Turner
This policy was adopted by	Rotherfield Village Pre-School Directors
Date	July 2027
Review Date	July 2027

Review Log

Review Date	Brief Details of Amendments	Amended By	Agreed By
August 2021	Amended annual increase. Cash and cheque payments no longer accepted due to bank charge increase. Updated ESCC Funding Rate. Clarified EYPP.	Sandra Cawsey	Rotherfield Pre-School Staff and Directors
June 2022	Amend annual increase	Sandra Cawsey	Rotherfield Pre-School Staff and Directors
July 2023	Cost changes, registration fee, removed cheques, amended funded rates,	Shereen Milledge	Rotherfield Pre-School Staff and Directors
May 2024	Changes of funding rates, name changes, removed invoices being termly, changed to monthly. Changes invoices being payable in advance.	Laura Deveson	Rotherfield Pre-School Staff and Directors
May 2025	Changes of funded hours to free. Changes to care package being voluntary. Added section on forest school provisions being additional. Adjusted the hours we charge for, making 9-2 fully free in line with government changes.	Laura Argent	Rotherfield Pre-School Staff and Directors
Oct 2025	Changes to breakdown of care package/funding information	Katie Powel/ Clair Turner	Rotherfield Pre-School

			Staff and Directors
Jan 2026	Added additional information about offering 25 Government funded hours, with the view to eventually extend to 30 hours	Katie Powel	Rotherfield Pre-School Staff and Directors
July 2026	Change to hourly rates, early bird and after school fees. Change to deposit amount, simplied fee structure wording. Included quick links to funding,	Clair Turner and Rotherfield Primary School Trustees	Rotherfield Pre-School Trustees and Rotherfield Primary School Trustees