



My Baby Bunnies Childcare

16 Westfield Rise
Saltdean
BN2 8HR

Fees statement –

Our current price list is available on request and is also given to all parents that join us

The setting asks for a £80 non-refundable Administration Fee on all newly offered places to cover administration.

Please note you will be charged for all sickness absences and family holidays, but we DO NOT charge for our annual holidays and inset days.

Four weeks' notice is required for any changes to sessions (subject to availability), OR for parents wishing to leave the setting.

Fees

We offer a flexible range of sessions **which have varying fees, for general guidance see below.**

Full Day 8am to 5.30pm £60 per day (NON-FUNDED)

Hourly Rate £7.50 per hour (minimum 5 hours) (NON-FUNDED)

Funded places are available any unfunded hours are charged at £7.50 per hour.

We charge £2.45 per hour for consumables (list of items available on request) for 3/4-year-old funded places only. We charge hourly due to the flexibility of our sessions.

Payment of fees

Parent/carers will be sent an invoice by **email** each month detailing the fees. If you have not received your invoice by the 24th of the month, please notify us so we can re-issue your invoice. Any discrepancies with your invoice must be reported to finance by the end of the month.

Fees can be paid by bank transfer or cash, Employee Childcare Vouchers or using the tax-free childcare account. Please note that when paying by company voucher, if a refund is required (i.e., giving notice) then monies can only be paid back to the issuing voucher company or will remain as a credit on the account to be used against future childcare fees. **We do not accept payments by cheque.**

My Baby Bunnies is also signed up to the HMRC Tax Free Childcare scheme. Tax-Free Childcare offers parents with children under 12 up to £2,000 per child, per year, towards their childcare costs. Eligible parents entering the scheme will open an online childcare account that they can use to pay us for childcare. Payments will work just as they would through an online bank account, using a reference number for each child so we can identify your payments. Further information on this via the following link: www.gov.uk/tax-free-childcare

Payment is due in ADVANCE on the first day of the month, as stated on the invoice. It is the responsibility of the Parent/Carer to ensure that their accounts are handled responsibly and do not hold excess credit or debit amounts.



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We reserve the right to decline requests for 'extra sessions' if there are outstanding fees owed or the account is not operated in accordance with the Fee-Paying Policy

Early Years Free Entitlement

Bunnies works in conjunction with Brighton & Hove City Council to deliver the EYFE free funding.

In the term following a child's 3rd birthday they become eligible for EYFE funding. (15 hours) 570 per year.

My Baby Bunnies Childcare will be offering the Universal Entitlement to all eligible children. We will stretch the claim of 570 hours over approximately 47 weeks at 12 hours per week. My Baby Bunnies Childcare is closed approximately 5 weeks a year for annual holiday/bank holidays and inset days. Parent/carers are informed of dates in advance.

My Baby Bunnies Childcare will keep up to date records of the number of sessions each child has accessed, and Parents/carers can request a balance of any hours remaining.

EYFE Extended or 30 hours Entitlement

The Extended Entitlement is for 3- and 4-year-old children of working parents who are entitled to an additional 12 hours funding per week stretched over 47 weeks. To check your eligibility please visit the following website www.childcarechoices.gov.uk

My Baby Bunnies will be offering the extended entitlement to children with proof of eligibility. We will stretch the claim for 1140 hours over 47 weeks at approximately 24 hours per week. My Baby Bunnies childcare is closed approximately 5 weeks a year for annual holidays/bank holidays and inset days. Parent/carers are informed of dates in advance.

Early Years Entitlement for 2-year-olds from April 2024

Eligible two-year-old children are entitled to receive up to 15 hours a week of free childcare or 570 hours stretched across the year. To check if you are eligible and make an application, please go on www.childcarechoices.gov.uk.

My Baby Bunnies Childcare will be offering the 2-year entitlement to children with proof of their eligibility. We will stretch the claim of 570 hours over 47 weeks at approximately 12 hours per week. My Baby Bunnies childcare is closed approximately 5 weeks a year for annual/bank holidays and inset days. Parent/carers are informed in advance of holiday dates.

My Baby Bunnies Childcare will also offer 570 hours over term time, 38 weeks at approximately 15 hours per week.

From September 2024 further changes to the funded hours are being introduced and will be added to this policy.

Please contact Liz Gaunt if you need any further information about the Early Years Free Entitlement



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If you change your sessions, or when you leave and it results in an overpayment of your funding, this will have to be paid back to the council. If your child is off for a long period, without informing us of a

valid reason, the funding will have to be paid back to Brighton and Hove Council, so please remember to inform us why your child is off. Persistent absences will be recorded. The council reserve the right to audit the daily sign-in registers to check children arrive on time.

If you leave, we require ...30. days written notice as funding will need to be adjusted accordingly on your last invoice.

A full month's fees will be required if leaving mid-term.

Punctuality

Late pick-ups after your contracted hours are charged at £1.00 for every 1 minute.

Financial Hardship

In the event of financial hardship, parents should discuss the matter with the Manager within 14 days. Prompt payment is very important. A 5% charge will be added to the child's account if payment is not received within the time stipulated.

This policy will be reviewed regularly.

This Policy was written by Elizabeth Gaunt Head Of administration.

Parents Signed Date

Date to be reviewed