

### **Policy for non-payment of invoice**

- Issue an 'Overdue Account' letter asking for payment in full within seven days. If full payment is received within seven days, no further action will be taken.
- If payment in full is not received a second warning letter will be issued asking for immediate payment, in full in seven days plus costs of £10.00 in respect of additional administration costs incurred. If full payment is received within seven days, no further action will be taken.
- If after seven days full payment, or a payment plan, agreed by the nursery management, has not been received a final warning letter will be issued which will incur further costs of an additional £10.00. At this stage, the child(ren) will be unable to use the services of the nursery until payment is received in full. If full payment including costs is received within seven days, no further action will be taken.
- If payment is not received within seven days the nursery management will immediately begin proceedings in the County Court for which administration costs incurred of £50 will be payable together with any court fees.

### **Free Early Education for 3- and 4-year-olds 2018-19**

The current rate the government pay is £4.65 per hour for Free Early Education for 3 and 4 year olds. This is funding to childcare providers which allows eligible children to have up to 570 hours of free early years provision a year.

The child is eligible on the term after their 3<sup>rd</sup> Birthday and to a maximum of 15 hours\* each week for 38\* weeks a year. They can continue to access free early education until the child either starts in reception class at a local authority-maintained school or reaches compulsory school age, which is the school term after their fifth birthday.

(The Government funding of 15 x hours equates to 5 x sessions, which can be taken at any time over the week)

**\*Please note: The Rainbow nursery is offering the government universal 15 hours entitlement NOT 30 hours.**

**Children not entitled to funding are required to start with a minimum of 2 x sessions per week.**

**Children entitled to FEET/15 universal government funding are required to start with a minimum of 4 x government funded sessions.**

**If you wish for your child to stay for lunch – regardless of whether they receive funding this will be charged at £4 per lunchtime.**

For more information regarding the government funding please type in your web browser:  
**Surrey County Council free childcare for three and four year olds**

\*usually 38 weeks per year