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**Fees**

Fees are charged on a calendar monthly basis in advance.

We reserve the right to review our fees if needed. We will notify you two months in advance if fees are going to change.

Our price is £70 per day per child from 8:00 to 17:00 including all meals and snacks.

For shorter days we are charging £40 from 9:30 to 3:30.

In case of child’s long-lasting illness, payment for the first week will be full, for second week- half, and the third week of illness is free. Note or information about a child's health from the doctor is necessary if the parents wish to have a discount for prolonged absence caused by illness.

**Funding Available**

There are a number of funding options to help parents/carers with childcare costs. We are currently working with the local authority to obtain funding for children attending Being Free Being Me.

**2 year old children**

Some 2 year olds are eligible for free hours

<https://www.croydon.gov.uk/education/special-educational-needs/sen-early-years/sen-early-education>

**3 and 4 year old children**

All children aged 3 and 4 receive 15 free hours free per week. Parents do not need to apply as this is universal to all 3’s and 4’s.

Parents need to reconfirm their eligibility every 3 months online ( my childcare account).

**Tax Free Childcare**

Parents can apply to get tax free childcare by using their HMRC account.

**Late and Non Payment of Fees Policy**

If fees are unpaid for more than 5 days we reserve the right to charge a late payment fee of 5% on the outstanding balance.

If fees remain unpaid for more than a week we reserve the right to refuse admission into the project until payment is received.

**Deposit Policy**

We require a deposit of a month in advance (prices vary in relation to how many days your child attends per week). This deposit will be returned to families when 2 months of notice are offered to us in writing.

**Initial non refundable fee**

There is an initial fee of £40 non refundable for registration that will be used to cover some starters resources for children.

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| This policy was adopted by: Maria Souto Varela and Catia Lopes | Date: January 2020 |
| To be reviewed: January 2021 | Signed: Maria Souto Varela and Catia Lopes |