



Fees Policy

Little Pips operates a service which is fair and competitively priced. We aim to offer a high quality service, in a safe and stimulating environment where the needs of individual children are met. You are able to purchase day care from 09.00 – 15.15 Monday – Friday, term time only.

Individual hourly rate is currently £3.85 per hour (3-4 year olds) and £4.10 (2 year olds). All hours must be paid for either by means of Early Years funding or by cheque or cash. We also take work scheme based vouchers.

Sickness

If a child is absent due to sickness or other reasons the fee will remain in place as the preschool will have kept their place open and still have to employ and pay staff. In the case of continuing illness please speak to the pre-school manager as fees for such absences are at the discretion of Little Pips.

Holidays

Little Pips is currently closed on all Bank Holidays thus no fee is collected for these days. If a child has a planned holiday that falls during term time fees will still be applicable.

Payment of fees

Bills will be monthly and payments will be due on the first working day of each month. Carers will receive an invoice with a payment date clearly stated.

Fees should be placed in an envelope clearly marked with the child's name and amount enclosed and then the envelope should be given to a member of staff. Cheques should be made payable to Curry Rivel Primary School and will be paid into the bank weekly.

A receipt for fees paid will be given directly to parents.

Late payment of fees

Fees should be paid within 7 days of the payment date given on the bill. If payment is not made within this timescale a reminder will be sent to the parent/carers and payment should be received within 7 days of receiving this reminder. If fees continue to be outstanding the parent will be asked to come and discuss a payment plan with the Little Pips manager. If this fails to resolve the situation then proceedings through the small claims court will be instigated to reclaim the outstanding amount. Parents will also be asked to withdraw their child until the outstanding fee is paid. Any child who is receiving Early Years Education Funding will be able to remain at Little Pips for their funded hours.

Should a problem arise concerning payment of fees, parents should speak to the Little Pips Manager or Administrator as soon as possible to enable Little Pips to come to an agreement regarding payment. Confidentially will of course be assured.

Early Years Education Funding (EYEF)

Little Pips are in receipt of EYEF for three and four year olds. This is available the term following your child's third birthday and also funding is available for some eligible two year olds (please ask). EYEF will fund 6hrs a day for a limited number of hours per term. To access this funding you need to complete a EYEF registration form and provide a copy of your child's birth certificate or passport.

All fees charged relate to hours or weeks not funded by EYEF.

Working Tax Credit

If you receive Working Tax Credit you may be able to get help towards the cost of child care. For further details contact the tax credits helpline on 0845 300 3900 or visit the HM revenue & customs (HMRC) website (www.hmrc.gov.uk/taxcredits)

Late Collection of Children

A fee of £15 per hour will be charged for late collection of children. This charge will be at the manager's discretion and we understand that sometimes people are late due to unforeseen circumstances. We would appreciate that every effort will be made to notify Little Pips in this case. If a child remains uncollected at the end of the day and we cannot contact you, or one of your emergency contacts then we are obliged to enforce our Uncollected Child Policy after 30 minutes.

Termination of the contract

Little Pips reserves the right to terminate the contract without notice in the event of unsuitable behaviour or non payment of fees following the non payment procedure. At all other times one months notice in writing will be given.

If you wish to terminate your contract with Little Pips four weeks notice in writing is required.

Signed on behalf of Little Pips:
(manager)

Date:.....

Signed on behalf of the parent or guardian of.....

Signature

Date:.....