



Fees Policy April 2022

Little Pips Nursery 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 full day care from 7.30am - 5.30pm Monday to Friday, for up to 50 weeks per year, the Nursery is closed for two weeks at Christmas in line with Curry Rivel Primary School.

Our core sessions are:

9am - 12noon - morning (3hours)

9am - 3pm - all day (6hours)

The Nest:

0-2 year olds £5.00 per hour

Little Pips:

2 year olds £4.75 per hour

3 & 4year olds £4.50 per hour

If your child joins us for lunch we require you to provide either a packed lunch and drink, or you can purchase a hot meal via the school office (please ask our Nursery Manager for a menu and pricing).

From 7.30am to 9am you can add additional hours in half an hour blocks. We provide breakfast (cereal, fresh fruit and milk) between 7:30-8.00 am; this is included in the half-hourly price. Children arriving after 8am should arrive already having eaten breakfast.

After 3pm you can add additional hours up until 5.30pm in half an hour blocks. We provide light tea and a drink of milk or water at approximately 5.10pm, this is included in the half hourly price.

The cost of the half an hour blocks are as follows:

The Nest:

0-2 year olds £2.50 per half hour

Little Pips:

2 year olds £2.38 per half hour

3 & 4 year olds £2.25 per half hour

All hours must be paid for either by means of Early Years funding or by cheque, cash, BACS or childcare vouchers. We accept most major work scheme based vouchers (Please ask our Nursery Manager for more details).

Spaces can be reserved a half term in advance, to reserve further in advance we will require a £50 deposit per child which we will deduct from your first invoice. This deposit is none refundable if your child doesn't start their booked sessions.

Children within our baby room 'The Nest' automatically receive a place within our Main Nursery when they turn two-years-old. All other spaces are allocated in date order of request and a waiting list is managed by our Nursery Manager and Nursery administrator for all spaces.

Should Little Pips have to close due to unforeseen circumstances such as adverse weather, we will continue to claim E.Y.E. and your standard session fees will be charged.

Coronavirus

Should Little Pips Nursery be instructed to close by the Government due to Coronavirus all fees will be charged in full until the end of the week. Hot lunches are ordered from our supplier ten days in advance and therefore will be chargeable for ten days after our closure date.

Little Pips will continue to claim EYE funding in line with Local Authority policy however, payable fees will cease to be charged until the Nursery receives confirmation it is to reopen .

During the period of closure Little Pips Nursery will, where possible, open to the children of 'Key-workers' as defined in the most up to date Government guidance. During this time it is likely that the Nursery will operate at reduced hours, this decision will be made by the Nursery Manager and communicated to eligible parents as promptly as possible. Little Pips will charge fees to 'key-workers' during closure in-line with Local Authority guidance. Should Little Pips close to all children, parents who are defined as 'key-workers' will be directed to their nearest open Nursery provision by the Local Authority.

When fully re-opening Nursery provision to all parents following a Government instructed closure, parents who decide to not return their child to Nursery will be charged £10 per week in order to reserve their previously booked sessions. If a parent

wishes not to pay the reservation fee Little Pips Nursery cannot guarantee their previously booked sessions.

Should the Nursery close due to a case/ suspected case of Coronavirus at Little Pips Nursery or Curry Rivel Primary School fees will not be charged for this period however, EYE funding will continue to be claimed. If an invoice for the current month has been issued at the point of closure this invoice should be paid in full and a reduction will be made on the subsequent invoice. Hot Nursery lunches are ordered from our supplier in advance and therefore, will still be chargeable during a closure of two weeks.

If a family are instructed to self-isolate due to being in contact with coronavirus their fees will not be charged for the period of self-isolation only (A maximum of 10 Nursery sessions). EYE will continue to be claimed and hot meals must be paid for.

Sickness

If a child is absent due to sickness or you decide to keep them at home your full session fee will still be charged.

Holidays

Little Pips is currently closed on all Bank Holidays and parents are not charged for these sessions. If a child has a planned holiday that falls during our opening time your full session fee will still be charged.

We do not allow the swapping of sessions in lieu of holidays or the 'gifting' of sessions to other Nursery parents.

Payment of fees

Invoices are issued monthly, in advance by email on the last working day of the month, unless a paper copy is formally requested, payment should be made within 7 working days of receiving your invoice. A payment date will be clearly stated on the invoice.

Payment via BACS is preferred. However, cash can be placed in an envelope clearly marked with the child's name and amount enclosed and then the envelope should be given to Hollie Westlake (Manager), Sue Walsh (Administrator) or handed into the School office. Cheques should be made payable to 'Somerset County Council' and will be paid into the bank weekly. A receipt for fees paid will be given directly to parents. Payment can also be made by vouchers please speak to Sue for details on how to do this.

Late payment of fees

Fees should be paid by the date on the invoice, a £12.00 fee will be added for any late payments over 7 days and we will continue to charge £2.00 per week until your debt is cleared. If payment is not made within this timescale a reminder will be sent to the parent/carer 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 Nursery 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 and will be unable to book any additional sessions until their bill is paid up to date. Any child who is receiving the 'Early Years Entitlement' will be able to remain at Little Pips for their funded hours **only**.

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

Early Years Entitlement (E.Y.E.)

Little Pips are in receipt of E.Y.E. for three and four year olds. This is available the term following your child's third birthday and funding is also available for some eligible two year olds (please ask for a leaflet). E.Y.E. will fund a maximum of 10 hours per day, a maximum of 15 hours per week with a maximum of 570 hours per year. If your child is booked to attend term time only this equates to 15 hours per week for 38 weeks or if they are booked for all year the hours can be stretched this equates to 11.4 hours per week for 50 weeks. To access this funding you need to complete an E.Y.E. registration form and provide a copy of your child's birth certificate or passport. Any hours booked above the E.Y.E. will be charge at the current hourly rate. Since September 2017 working parents who meet the criteria have been entitled to up to 30 hours of funded childcare a week. If you are eligible for the additional hours this equates to 30 hours per week for 38 weeks or if they are booked for all year the hours can be stretched this equates to 22.8 hours per week for 50 weeks. For more information please visit www.childcarechoices.gov.uk

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

There will be a charge of £12.00 for any late collection of a child over 15 minutes after their booked session or to a parent who persistently collects late (4 times within a calendar month). This charge will be added to your next invoice.

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 time **4 weeks' notice** in writing will be given. If you wish to terminate your contract with Little Pips **4 weeks notice in writing is required**. If written notice is not received 4 weeks fees will continue to be charged and E.Y.E. will be claimed.

I have read, understand and agree to the above fees policy

Parent/ Carer

Date.....

I understand that should I decide to order hot lunches for my child that they are provided by an outside catering supplier and in ordering I am agreeing that I will be charged for 10 days following any Nursery closure. Should I not agree to this I should provide my child with a packed lunch.

Parent/ Carer

Date