



## Fees Policy

1<sup>st</sup> September 2018

The Nest and 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 full day care from 7.30am - 6.00pm Monday to Friday, for up to 50 weeks per year (closed 2 weeks at Christmas).

Our core sessions are:

9am - 12noon - morning (3hours)

12.15pm - 3.15pm - afternoon (3hours)

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

### **The Nest:**

0-2 year olds £4.75 per hour

### **Little Pips:**

2 year olds £4.50 per hour

3 & 4year olds £4.25 per hour

We provide a snack and drink of milk or water during the morning and afternoon core sessions, which is included in the hourly price.

If your child stays for lunch we require you to provide either a packet lunch and drink, or you can purchase a hot meal via the school office (please ask for details).

As well as this you will have the opportunity to 'tag' on additional hours.

From 7.30am to 9am you can add additional hours in half an hour blocks. We provide breakfast (cereal, fresh fruit, toast and milk/fruit juice) at approximately 8am, this is included in the half hourly price.

After 3pm you can add additional hours up until 6.00pm in half an hour blocks. We provide light tea and a drink of milk or water at approximately 4.45pm, 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      £2.38 per half hour

**Little Pips:**

2 year olds      £2.25 per half hour

3 & 4 year olds      £2.13 per half hour

All hours must be paid for either by means of Early Years funding or by cheque, cash, BACS or vouchers. We also accept work scheme based vouchers. Should Little Pips have to close due to unforeseen circumstances we will continue to claim E.Y.E. and reserve the right to charge for any hours booked above the E.Y.E.

**Sickness**

If a child is absent due to sickness or other reasons the fee will remain in place as the setting will have kept their place open. In the case of continuing illness please speak to the 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 charged for these days. If a child has a planned holiday that falls during our opening times fees will still be applicable.

**Payment of fees**

Invoices are issued monthly in advance by hand at least two weeks before payment is due. Payment is appreciated as soon as possible after the invoices are issued. However, a payment date will be clearly stated on the invoice. If you would like your invoices emailed to you please let us know. 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 Hollie Westlake (Manager), Sue Walsh (Administrator) or handed into the School office. 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. Payment can also be made by BACS or by vouchers (please ask for details).

**Late payment of fees**

Fees should be paid within 7 days of the payment date given on the invoice. 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 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 the 'Early Years Entitlement' 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 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](http://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](http://www.hmrc.gov.uk/taxcredits)).

### **Late Collection of Children**

We will charge in half an hour blocks until the child is collected at a cost of:

#### **The Nest:**

0-2 year olds            £2.38 per half an hour

#### **Little Pips:**

2 year olds            £2.25 per half hour

3 & 4 year olds        £2.13 per half hour

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 be charged and E.Y.E. will be claimed.