

Little Discoveries Childcare Ltd Fees and Payments policy

The fees and payments policy forms part of the contractual agreement between Little Discoveries Childcare Ltd and its users.

We have a waiting list that parents can join if there is not a place available immediately or if the required start date is over 1 month in advance. Our fees policy aims to be fair to all and our charges competitively priced. We aim to provide a high quality service for parents in a friendly and stimulating environment for the children. Fees at our nursery site are based on session charges which span a 9.5 hour day, there are 2 half sessions per day (08:00–13:00 & 13:00–17:30). We offer a limited number of spaces on our pre-school lunch club (12.00–13.00). At our preschool site fees are based on session charges which span a 10 hour day, there are 2 half sessions per day (08:00–13:00 & 13:00–18:00).

Fees & Payments

- There is a refundable payment of **£50.00** per child (Nursery) and **£40.00** per child (Preschool) to be paid to secure a place. If there are no guaranteed places available a parent may wish to place their child/children on the waiting list for the above price. The payment does not guarantee a place although every effort is made to accommodate parents and we will advise potential parents if the start date is unlikely to be met. In the event of a free payer defaulting on the payment or paying late, the monies will not be refunded when the child leaves. Refunds are made (when rules are adhered to) on the child's final invoice.
- The Nursery Place Request Form / Preschool Place Request Form is a pre-contract and has full regard to the conditions within the main contract. Your full contract will be handed to you to sign with your Child's Registration Form. There are no alterations to the contract.
- If you wish for your child's place to be held beyond your requested date you must notify us in writing with at least 1 month's notice, you may choose to remove your child from the waiting list or pay 50% fees based on your

requested hours from the original start date to the date your child starts. This will be invoiced to parents.

- Parents wishing to cancel their place must give a minimum of 1 month's notice in writing.
- When the setting offers a place, which is accepted, a registration fee of **£40.00 (Nursery) £25.00 Preschool** is required, this is charged via your invoice. The registration fee is payable for each child registering with the exception of those attending funded hours only.
- Fees will be charged monthly in advance and are payable on the 25th of each month with funds cleared. It is the fee payer's responsibility to ensure that any voucher payments are paid on time, please check with your voucher provided the date the funds will clear.
- Invoices are emailed each month (or if no email address is recorded, handed to parents directly or posted if a child is on leave) parents/fee payers remain responsible for paying fees on time. If you have not received your invoice by 15th of the month, you need to inform us. Late payments will result in a 10% surcharge per month. If payments are 'late' more than once then the management reserves the right to cancel the place giving 1 weeks' notice in writing, withdrawing your child/s place. If the full fees are paid within this period then it is at the manager's discretion as to allowing the child to keep their place. Non-payment of fees will be collected via a debt recovery company and fees incurred in doing so will be added to the outstanding fees.
- Fees will continue to be charged until the child's last day.
- We reserve the right not to re-place your child if fees have not been paid.
- We charge parents if they are late collecting their children or early in dropping them off; charges are: £6.00 per quarter of an hour (15 minutes).
- A deposit of one week's fees is payable no later than 14 days prior to your child's start date, with the exception of those accessing funded only hours. The actual figure will be confirmed by the Director. These fees are based on your nursery place request booking and will not be altered if your hours change. Parents joining within a 14 day period will be required to pay the deposit plus all fees up to the end of the current invoiced period immediately, this will be based on the first month's bookings. Deposits will come off of final invoices on leaving the nursery or in cases of non-payment this figure will be deducted to cover any unpaid fees.
- The current fees are available from the Manager.

- Fees are payable if a child is off sick. Parents are kindly requested to contact us within 1 hour if their child will not be attending. If a child is off with long term sickness (over 3 weeks) then charges will be discussed between the manager and parents.
- From the term after a child's third birthday children are entitled to Early Years Education funding (EYE). Information will be supplied to all parents in the prospectus and the term prior to receiving the funding. Funding is available for children over 2 years of age, an application must be put into Somerset County Council by the parents in advance of the term they start.
- There is a minimum weekly booking of 1 day or 2 x ½ sessions.
- The fees are reviewed on an annual basis with one month's notice in writing given for fee increases or alterations.
- There is no holiday allowance granted. Parents are charged when the setting is closed (planned closure, for other closures please refer to our contract).
- From time to time we may ask for additional payments to cover educational visits, parties or celebrations these will be discussed in advance and parents can choose whether their child participates if there is a cost involved.
- Parents are still charged if the setting is unable to open due to incidents beyond our control.
- The charges cover the cost of the setting being closed on bank holidays.
- Payments can be made through a direct bank payments, childcare vouchers or the Government Childcare savings schemes.
- In the event that the setting must terminate a child's place 1 week's notice will be given in writing (termination may be due to unacceptable parent behaviour, child behaviour, non payment of fees or disregard for the setting).
- Parents wishing to terminate their child's place are required to give one month's notice in writing to the manager. Children leaving to go to school will have their places automatically terminated on 31st August unless they are Term Time only attendees, in which case their last day will automatically be the final day of attendance on week 37 of their funding period for that academic year.
- Funded children may add in additional sessions (max 15 hours per week are funded term time, 11 hours on the spread offer) within the term up to 4 weeks prior to the end of that term, booking after that will be charged and then refunded in the next term if it is still within the funded amounts. There

is a maximum amount of funding that can be claimed each term. For parents accessing the 30 hours funding the above is doubled.

- There is a 5% discount on a full weeks bookings (10 sessions).
- There is a 10% sibling discount (applied to youngest child only).
- Preschoolers are expected to wear our nursery t-shirts & jumpers as a uniform. There is a charge of £9.00 per t-shirt made to parents and £11.00 per sweatshirt (not compulsory for funded only places, however we must be provided, in writing, with a notification that uniform is not required within 1 month of the child's move date). The total uniform cost is invoiced to parents when a child moves into the preschool room. The minimum order is 1 polo top and 1 sweat shirt. Additional uniform can be ordered using our Uniform Order form, available from the Manager.
- Suncream is provided by the settings but parents are required to pay towards this. The charge is £5 per child (£2.50 per baby), per year. Payments must be made in cash and a signed consent to apply form completed (see Suncream policy for more details)