



## Fees and charging policy

To inform prospective and current parents/carers and service users about charges that may be made.

### **Guidelines**

#### Fees

Currently the fee rate a child at Little Gillies is

For Children aged 3 Months to 2 Years

Half Day £24 9am - 12pm/12pm - 3pm

School Day £48.00 9am - 3pm

For Children aged 2 Years - Term Including

their 3rd Birthday

Half Day £22.50 9am - 12pm/12pm - 3pm

School Day £45.00 9am - 3pm

. Fees will be charged for all sessions booked and agreed with the Nursery. Fees will be charged for sessions even when a child is absent through sickness or holidays and will be made for sessions when the Nursery is unable to open short term (no more than a calendar month) due to circumstances beyond our control (e.g. extreme weather, flooding etc.) This is because the overheads of the Nursery such as staffing still have to be covered. Should the Nursery be forced to close for an extended period of time due to circumstances beyond our control (more than a calendar month) then the management committee will use their discretion regarding fee payment during this period of closure.

Funded Early Learning and Childcare



## 10.1a fees and charging

The Nursery is listed with Norfolk County Council as an approved provider for funded two year olds.

Government funding is intended to cover the cost to deliver 15 hours a week of funded, high quality, flexible childcare only. It is not intended to cover the cost of meals, consumables, additional hours or additional services.

The funded entitlements will be delivered consistently so that all children accessing any of the funded entitlements will receive the same quality and access to provision, regardless of whether they opt to pay for optional hours, services, meals or consumables.

Each eligible two year old child is entitled to a funded early learning and childcare place for up to 15 hours per week.

In offering these funded early learning and childcare places little gillies is committed to:

- Not requiring parents/carers to pay any fees for this funded entitlement.
- Not charging top up fees. Parents/carers will not be charged a top up fee to recover income where the Nursery's hourly rate is greater than the rate received from Norfolk County Council.
- Not imposing conditions on parents/carers wishing to take up the funded entitlement.
- Agreeing to meet the conditions of the Early Education and Childcare Statutory Guidance for Local Authorities

### Two Year Old Funding

This funding is presently aimed at those most economically disadvantaged families. Therefore, this funding is not available to all two year old children.

We offer 15 hours of two year old funding to those families who meet the criteria set by the Government from 9am – 12noon, 12noon – 3pm or 9am- 3pm term time only and in line with local arrangements.



## 10.1a fees and charging

A child born in the period	Will become eligible for a funded place
1 <sup>st</sup> April to 31 <sup>st</sup> August	1 <sup>st</sup> September following child's 2 <sup>nd</sup> birthday (Autumn school term)
1 <sup>st</sup> September to 31 <sup>st</sup> December	1 <sup>st</sup> January following child's 2 <sup>nd</sup> birthday (Spring school term)
1 <sup>st</sup> January to 31 <sup>st</sup> March	1 <sup>st</sup> April following child's 2 <sup>nd</sup> birthday (Summer school term)

### Consumables

Parent/carers are asked to bring their own snack for the children. We also ask parents to bring in nappies and wipes.

We are currently working to provide hot meals during the day. In the mean time you will need to provide a packed lunch for your child (please refer to your parent/child contract)

### Services

Charges for additional services such as trips will be agreed in advance with families.

### Review of Fees

Fee charges will be reviewed in April and at other times should circumstances make this necessary. A month's notice will be given of any increase in fees.

### Invoicing



## 10.1a fees and charging

Parents/carers will receive a digital invoice detailing the services they are being charged over and above the funded weekly entitlement. This will be issued a month in advance.

### Late Payment Fee

If payment has not been received within 7 days of the payment due date a reminder will be sent. If still not paid by the time of the next bill issued a late fee will be added. After a further 7 days if the bill is still not settled your child's place may be put on hold until payment is received.

If parents/carers are experiencing financial difficulties:

We can signpost parents/carers towards agencies who could offer support i.e. with benefit difficulties, debt management and financial advice.

If a parent/carer is experiencing financial difficulties and are struggling to settle their childcare fees, they should contact the nursery manager as soon as possible. A payment plan could be discussed as could reducing their child's sessions as required. We will take all reasonable steps to try to support parents/carers.

### Failure to pay childcare fees

If a parent/carer fails to pay their childcare fees and we cannot contact them verbally to discuss the matter, a letter will be sent requesting payment within two weeks or for contact to be made in order to discuss the matter urgently.

Little Gillies reserves the right to withdraw your child's place and proceedings will begin to enable the collection of debt. We reserves the right to appoint a debt collection agency or to pursue the debt through a small claims court. Any legal fees incurred by Little Gillies during this process could also be added to the total outstanding.



## Terms and Conditions

A contract between the parent/carer and the Nursery will be issued to the parent/carer before their child starts Nursery. The parent/carer will sign and date this document to confirm they have read and accept the terms and conditions.

All policies and procedures are implemented, reviewed and updated on an annual basis or in line with any changes to local and national guidance/legislation in conjunction with the registered person.

This policy was adopted at a meeting of Little Gillies

Held on.....

Date to reviewed .....

Signed on behalf of the provider.....

Name of signatory.....

Role of signatory.....

Reviewed by Sarah Beresford

Date June 2023