



10.1a Fees and Charging

Fees and Charging

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

Guidelines

Fees

Currently the fee rates 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 must be covered. Should the Nursery be forced to close for an extended period 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.



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Funded Early Learning and Childcare for 9 months to 3-year-olds

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. From April 2024 it will cover working parents of two-year-olds and from September 2024 it will cover 15 hours for working parents of a 9-month-old

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.

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

- 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. We will however have to charge for consumables
- 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 eligible 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.



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

Mealtimes

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

Parent/carers are asked to bring their own snack for the children.

Consumables

We also ask parents to bring in nappies and wipes.

We will be asking for a fee of £1.50 per session or £3 per day to cover the cost of supplies such as crafts and resources which the funded hours do not cover.

Services

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

Charges for additional hours.



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Review of Fees

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

Invoicing

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 14 days of the invoice 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 to discuss the matter urgently.



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Little Gillies reserves the right to withdraw your child's place and proceedings will begin to enable the collection of debt. We reserve 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 August 2024