



## 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.

There are no charges for meals or snacks. Families must provide a packed lunch for their child attending during lunch.

#### **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 children aged 3 months to 3 years old.



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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.

The following fees apply when families claim a funded entitlement as part of childcare arrangement -

- Additional hours

Additional hours including those not funded by the local authority will be charged at the current session rate. This is;

Under 2's

£24 for a 3 hour session

£48 for a 6 hours session

2-3 year olds

£22.50 for a 3 hour session

£45.00 for a 6 hour session

- Additional services

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

- Consumables Charge

Consumables Charge will be charged at 50p per funded hour.

The consumable charge contributes towards sun cream, costs towards educational visits and to cover aspects which are above and beyond the basic EYFS curriculum.

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If you are unable to pay these charges, please speak with the manager to discuss the alternative options available.

Alternative options include waiving or reducing the consumables cost

Other charges -

- Deposit - This fee is charged to secure a place at the setting. We currently do not charge a deposit for your childcare space.
- Retainer Fee - This fee will secure your child's place where an extended absence is . We currently do not charge a retainer fee for your childcare space.
- Registration Fee - This fee is voluntary where families do not pay any for any additional hours. We currently do not charge a registration fee for your childcare space.
- Late Payments - This fee will be charged when invoices are not paid within the payment terms and an outstanding balance remains on the account. A late payment fee of £50 will be applied to any account with a balance outstanding after one calendar month.
- Late Collection - This fee will be charged when children are not collected on time at the end of their session. A late payment fee of £50 will be charged after 15 minutes and every subsequent 15 minutes of lateness.

All fees will be charged unless specific arrangements have been agreed and whilst a childcare contract remains in place. Families wishing to terminate their childcare contract must provide 4 weeks' notice in writing to the manager. Any funding entitlement claimed beyond the notice period is transferrable to your new childcare provider via the local authority where the funding criteria is met. Where a child leaves the setting before the end of the agreed notice period, we will seek authorisation from the local authority to claim any funding applicable to your entitlement up to the end of the notice period, together with any additional fees which formed part of your childcare contract .

Our fees are reviewed every 6 months. Families will be given at least 4 weeks' notice in writing to inform them of any change, and given the opportunity to discuss their options with the manager.

Where a time lapse has occurred between the point of enquiry and their child's start date, families should check that the information shared about funding and fees remains current



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so that any applicable charges can be checked / finalised before the childcare contract is formalised.

A deposit of £0.00 will be charged to secure a place at this setting. For funded only children, the fee will be returned in full within 6 weeks following the first day of attendance for early education. Where families have agreed a contract for more hours than the early education entitlement, the deposit will be returned when the contract is terminated, and any outstanding fees have been paid in full.

The deposit will not be returned where a place is no longer required.

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

A registration fee of £0.00 is charged once a childcare place has been offered. This is voluntary for those families whose child(ren) only access a funding entitlement.

### ***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 <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)

### 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.

### Services

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

Charges for additional hours.

### Review of Fees

Fee charges will be reviewed every 6 months 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. The invoice will be itemised to provide clear and transparent information concerning the



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charges as agreed in the childcare contract. It will allow parents/carers to see that the entitlement is received completely free of charge and understand additional fees that have been applied. Invoices must be paid within 7 days of being issued.

### **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 of £50 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.

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.



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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 November 2024