

# Fee Paying Policy



All parents/carers have a responsibility to pay all their childcare fees as laid out in this policy. Failure to do so will result in the child being unable to attend the setting.

## Overview

- Fees will be set annually by the Management Committee and will generally take effect from September.
- Changes to fees will be notified to parents at least one term in advance of the change taking place.

## Fee Charges for Year 2019-2020

1. Non-grant funded children  
£ 40 per session per child (Little Foxes) £42 per session (Mini Foxes)
2. Early years entitlement funded children  
£10 per child per session to cover food, drinks and enrichment activities (Little Foxes) £15 per child per session (Mini Foxes).
3. Children of Staff  
The following rates will apply when staff are working in the setting, **if financially feasible:**
  - Non-grant funded children  
£ 20 per session per child (Little Foxes), £21 per session per child (Mini Foxes).
  - Early years entitlement funded children.
    - Children of staff pay price of the daily supplement.
  - Holiday camps: children of staff get a half price discount on Little Foxes Forest School Holiday Camps.

## **Payment**

- Payment of fees must be made in advance. Failure to do this will result in the child not being able to attend.
- Invoices will be sent out by the 22nd of each month for the forthcoming month. This must be paid by the 1<sup>st</sup> of the month in advance of the child attending the setting.
- Payment is monthly.
- Payment is by monthly standing order or BACS transfer.
  - HSBC Bank Account: Little Foxes Forest School
  - Sort code: 40-14-14
  - Account Number: 22178966
  - Reference: Your child's name

## **Late Payment Charges**

Failure to make a payment will incur additional administration charges. If a payment is over 2 weeks late an additional £15 will be added to the bill. If a payment is over one month late Little Foxes Forest School reserves the right to terminate the child's place. We will make every effort to work with families to ensure this is a last resort scenario.

## **Late Pick Up Charges**

Late collection causes significant disruption and increased staff costs, it may also affect the child:adult ratios, and needs to be avoided except in cases of genuine emergency. Therefore, if a parent/carer is late collecting their child, an additional charge will be made of £5 for the first 10 minutes then £10 for every 15 minutes after.

## **Non-Attendance**

If a child does not attend a session which has been booked due to e.g. illness, holiday etc, a refund will not be given.

**Notice Period**

If a parent/carer wishes to remove their child from the setting, s/he must put this in writing to the management, one term in advance. A final invoice will then be provided.

**Help With Fees**

Every effort will be made to ensure that families are aware of the options available, including:

- Childcare Tax Credit Scheme
- Nursery Education Entitlement
- Child care vouchers – salary sacrifice schemes, there will be a need to talk to employers regarding this.

In times of crisis, parents are encouraged to discuss the issue with the Management Committee.