



## **FEES AND FUNDING**

### **Policy Intention**

This policy details our session times, invoicing processes, sibling discounts, fees and funding entitlements, all of which are made clear so that parents/carers have a comprehensive procedure to follow.

We have a duty to share and collect information to provide parents/carers with an informed choice, offer flexibility and to check entitlements, whilst adhering to statutory guidance and local provider agreements.

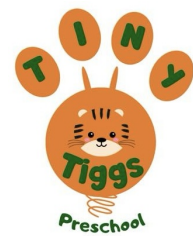
Fees, additional funding, government funding, childcare tax, employer voucher schemes, and arrangements are all clearly detailed.

Reviews, increases, and notice periods are made clear and in line with the provision that we offer, as well as all aspects of sustainability and our parents/carers contracts.

We are required to meet the needs of all children and comply with the registration requirements of Ofsted. Details of additional and/or optional services and charges for meals, consumables, outings, and extra curriculum provision are in line with parent/carer contracts and provider agreements.

### **Procedure**

- Funded hours
  - On enrollment we will check entitlements and delivery accordingly.
  - Session times and days will be discussed and made clear. any additional hours will be clearly stated.
  - Tiny tigg's will be flexible and try to meet parents'/carers' requests but this will all be set. we only offer term-time only.
  - Parents/carers will be required to fully complete a Parent Declaration Form in order to claim any funding.
  - Funding may be split between two providers. This needs to be stated on enrolment.
  - If parents/carers are splitting their entitlement, all parents/carers have informed me whether the hours they are claiming are universal or extended -record this on your Parent Declaration Form from your local authority.
  - Tinytigg's will claim funding from the local authority, once evidence has been produced to verify the child's date of birth.
  - This funding will continue for the full term even if you choose to withdraw your child



- Fees and payment
  - Parents wanting additional hours will be charged £8.75 per hour
  - In times when parents are late with collection or payment, there will be charges that may be required.
  - Payment will be due on the 1st of the month for that month's childcare. This will be done by direct debit or standing order.
  - We accept childcare vouchers or offer Tax-Free Childcare.
  - Tinytiggs is term time only. We are open for 38 weeks a year. I have term dates already. Any holiday outside of this time is still due to the setting. If you wish to take your child on holiday or they are poor and can't attend the setting the payment is still required.
  - If for any reason we have to close the setting due to illness, then we refer to your illness and infectious diseases policy. We have to take five inset days but that is highlighted in our term dates.
  - If parents/carers take their child out during funded hours, we are not required to provide alternative sessions. We will monitor attendance levels.
  - All charges will be itemised on the parent's/carers' invoice.

### **Other useful policies:**

- [Admissions Policy](#)
- [Sickness Policy](#)

### **Suggested policies for settings to develop:**

- Parent Contract
- Late/Non-Payment of Fees Procedure