



## Payment of Fees Policy

### Statement of Intent

At Little Acorns Childcare we provide the best possible care for the children attending. To maintain a high standard of safe equipment and good staffing levels, fees need to be paid in accordance with this policy.

### Aim

Our aim is to provide a childcare provision, which is adaptable and affordable for families in all situations. As a registered childcare with the Pre-School Learning Alliance and an Ofsted inspected setting, many of our families are eligible for Government Funding.

### Method

- Invoices will be issued during the first week of each half term and will cover that half term e.g. Spring half-term 1, Spring half-term 2 etc.
- Payment for each invoice should be made in full by the date stated on the invoice, which is typically midway through the half term.
- Unpaid fees on the date stated on the invoice, may result in care being denied from that date.
- If payment has not been made by the end of the half term, the child will be removed from our registers.
- Once a child has been removed from our registers, they may re-register providing all outstanding fees are paid in full.
- An application to the County Small Claims Court will be made if payments are still not received.
- If a child is ill, or on holiday, or absent for any other reason, all sessions still need to be paid for in full.
- No alternative days will be offered in place of any which the child has not attended Little Acorns.
- If you wish your child to attend Little Acorns for any extra sessions, they should be paid for in full on the day. Extra sessions are subject to availability.
- If Little Acorns has to close due to reasons beyond our control, sessions still need to be paid for in full.
- Four weeks written notice is required should you wish to remove your child from Little Acorns Childcare. Any final invoice must be paid in full before the end of the 4 week notice period.
- We try to be as flexible as possible with regards to fees, and as such any parent / carer who is having difficulty paying their fees are invited to contact a member of management, or our administrator who will advise accordingly.
- Fees may be paid via bank transfer, cash, cheque or card (50p processing charge applied for card payments) Payment details are given on each invoice.





This policy was adopted at a Little Acorns Childcare meeting,  
Reviewed September 2020  
Next review date September 2021.  
Signed on behalf of the Childcare  
Katrina Rose

