



## 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 Early Years Alliance and an Outstanding rated Ofsted inspected setting, many of our families are eligible for Government Funding.

### Method

- Invoices will be issued monthly, in advance and payment will be due by the last day of the month. For example, invoices for September will be sent out in August and payment will be due on or before 31st August.
- All children will be subject to a consumables charge of £1.00 per 3 hour session. This helps towards the cost of providing snacks and resources. To access childcare with no additional charges, you may send your child in each session with a snack – please speak to the manager to organise this.
- Unpaid fees on the date stated on the invoice, will 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.
- No charge is made for designated Bank Holidays in England, where the nursery is closed. Should an additional Bank Holiday be declared, or in other circumstances out of our control, fees will remain payable as normal. Alternative sessions may be offered within two weeks, subject to availability, on a first-come-first-served basis, and providing staff to child ratios are not breached.
- If the alternative session happens to be offered and is not taken up within two weeks, then no further alternative sessions can be offered.
- If you wish your child to attend Little Acorns for any extra sessions, they should be paid for in full when booking. 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 the Nursery Manager who will do their best to help you.
- Fees may be paid via bank transfer or cash; Details are given on each invoice.

This policy was adopted at a Little Acorns Childcare meeting,  
Reviewed September November 2021  
Next review date September 2022  
Signed on behalf of the Childcare

Katrina Rose

Reviewed and amended – November 2021 – fee increases  
Reviewed and amended – September 2022 – fee increases, Bank Holidays