



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 must 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, whilst maintaining government ratios and ensuring the wellbeing of all staff. We are a registered childcare with the Early Years Alliance and an Outstanding rated Ofsted inspected setting.

Method

- New starters are required to pay their first month's fees within 2 weeks of registration confirmation. Should the space not be taken up, fees will be non-refundable.
- Invoices will be issued monthly, in advance.
- A 'Late Payment Charge' will be added at a rate of £5 per day between the 'due by' date and the date of payment. This will be added to the next due payment.
- Non-payment of two consecutive months will result in the child being 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.
- A child in receipt of government funding will be able to attend funded sessions only, for that term providing the funding has been claimed by the setting.
- Late payments are subject to prior agreement by the Nursery Manager.
- All funded children will be subject to a consumables charge of £2.00 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, resources and additional overheads – please speak to the manager for more details.
- An application to the County Small Claims Court will be made if fees are outstanding at the end of each half-term. Any charges incurred will be added to the amount claimed.
- If a child is ill, 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 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 2023

Next review date September 2024

Signed on behalf of the Childcare

Katrina Rose

Reviewed and amended – November 2021 – fee increases

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

Reviewed and amended November 2022 – late payment charge implemented

Reviewed and amended – September 2023 – invoice issue structure and payment schedule amended