

# 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 and will generally take effect from September.
- Changes to fees will be notified to parents at least 6 weeks in advance of the change taking place.

## Fee Charges for Year 2025-2026

### Payment of Paid Childcare

Our regular rates are:

	Hourly Rate	Daily Rate for 6.5 hour session 8am – 2:30pm
Full charge	£11	£71.50
Funded hours	£0	£0
Chargeable items cost if using funded hours	£3.30	£21.45

### Payment of Chargeable items

Chargeable items are all the items and activities not covered by the government funding.

This is optional for all families, however if you do opt out of this charge we cannot offer your child any of the consumables including the enhanced trip ratio of 1 adult to 4/5 children whilst in the forest. We need the enhanced ratio to keep your children safe whilst in the forest. Therefore, for families opting out of the consumables charge we can no longer offer you forest sessions. You would also need to provide packed lunches, and pay additional charges for your child to access the range of trips, parties and enrichment sessions that we run throughout the year. We will only be able to offer your child indoor sessions where we have a larger ratio.

We will include the charge on your usual invoice, but please come and speak to a member of staff if you wish to opt out. Parents will be asked to make a termly commitment for all chargeable items as stated in the EYR01 Parental Declaration form. Please note that parents who agree to pay the chargeable items are prioritised for admission into Little Foxes.

To support the payment of chargeable items and private hours, working parents can use their Tax Free Childcare Allowance. Click here for more details on how to claim [Tax Free Childcare](#) giving up to 20% government support for all childcare costs. For families claiming [Universal Credit](#), there is up to 85% government support for all childcare costs, and you can claim in advance!

### ***Chargeables breakdown***

<b>Session / Charge</b>	<b>Little Fox Daily Chargeable fee</b>
8:00am – 2:30am	£21.45
<b>The above chargeable fee includes:</b>	
Daily trip charge for woodland activities.	£12
Breakfast	£1.50
Lunch	£3.50
Morning and afternoon snacks	£1.45
Non food consumables including sun cream and hygiene products	£1
Trips, excursions and parties	£1
Enrichment weeks including regular use of woodwork, tools and fire	£1

### **Voluntary Contribution**

In order to maintain a sustainable business model we have greatly appreciated the number of families who have supported us by paying a voluntary contribution over the past few years. This has ensured the survival of Little Foxes.

Continuing to support us through a voluntary contribution enables us to continue to pay our amazing team the national living wage. This is well below the level that this highly qualified group of individuals deserves but it's still not attainable with the funding provided from the government and the ratio we provide your children. We can only pay the national living wage to our team with your support through the voluntary contribution. We appreciate that in the current financial climate that this is unmanageable for some of you. At the point of registration, we will therefore ask you to opt into band A or B of the voluntary contribution.

Band A	Band B	Opt Out
£3 per core hours	£6 per core hours	£0

## Children of Staff

The following rates will apply when staff are working in the setting, **if financially feasible**: 50% discount on fees payable.

- Holiday camps: children of staff get a half price discount on Little Foxes Forest School Holiday Camps.

## Help with fees

Please see our fees webpage: <https://www.littlefoxesforestschool.com/fees-and-pricing> and our admissions policy: <https://www.littlefoxesforestschool.com/policies> for the latest information about the range of help that is available to you for fees including:

- Government entitlement to 15 or 30 hours for 2-4 year olds
- Tax free childcare account
- Universal credit

Up to date information can also be found on <https://www.childcarechoices.gov.uk/>

## 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: 02238640
  - Reference: Your child's name

Payment is also welcomed using your tax free childcare account. Please ensure you choose Little Foxes Forest School, with the Westbury BS9 3ET address for your payment.

## Late Payment Charges

Failure to make a payment will incur additional administration charges. If a payment is over 2 weeks late an additional £20 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 £20 for the first 15 minutes then £1 per minute for every minute 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**

Parents are asked to make a termly commitment. This means that once parents sign the EYR01 Parental Declaration Form a contract is made. If parents then decide to transfer to another provider, funding will not always be re-directed to your new childcare provider until the start following term (Sept, Jan, April). The only group who can give a shorter notice period are Eligible 2 year olds who only need to give 1 months' notice. Please approach us directly to discuss this. Our 6 week notice period applies when letting us know about leaving the setting and if you wish to reduce your hours. A 13 term time week notice period applies to confirming your child's hours for a subsequent year. For example, we will need notice of any reduction in your requested September 2026 hours by 20th April 2026