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 one term in advance of the change taking place.

Fee Charges for Year 2023-2024

1. Non-grant funded children
   £45 per session per child (Little Foxes core hours (9:30am – 2:30pm) £48 per session (Mini Foxes core hours 9:30am – 2:30pm). Breakfast club is £11 per session and tea club £22 per session.

2. Early years entitlement funded children
   £12 cost per child per session to cover food, drinks, consumables, voluntary contribution and enrichment activities (Little Foxes) £16 voluntary contribution per child per session (Mini Foxes). Breakfast club is £3 and tea club a £6 to cover food, drinks and enrichment activities.

3. Eligible two year old children

These children will pay a reduced voluntary supplement, depending on individual circumstances. This rate will continue to apply after they turn 3 to help ensure continuity for these families.

Children of Staff

The following rates will apply when staff are working in the setting, **if financially feasible:**

- Non-grant funded children

£22.50 per session per child (Little Foxes), £24 per session per child (Mini Foxes).

- Early years entitlement funded children.
    - Children of staff pay half price of the daily supplement.

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

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 1st 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: 22178966
    - Reference: Your child's name

Late Payment Charges

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

If a parent/carer wishes to remove their child from the setting, s/he must put this in writing to the management, one term in advance. A final invoice will then be provided.

Help With Fees

Every effort will be made to ensure that families are aware of the options available, including:

- Tax Free Childcare Account
- Nursery Education Entitlement
- Child care vouchers – salary sacrifice schemes, there will be a need to talk to employers regarding this.

In times of crisis, parents are encouraged to discuss the issue with the Management Committee.