

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 2024-2025

1. Non-grant funded children

£62 per session per child, 6.5 hr day, Little Foxes core hours (8.00am – 14:30pm) This includes breakfast, all snacks, drinks, lunch and a range of enrichment activities and trips. We also accept government funding, childcare vouchers and payments from the tax free childcare account.

If you would like to enrol your child with us there is a one off admin and waterproof fee of £95. Included in this is a set of high quality Didriksons or Spotty Otter waterproof clothing and a welcome pack which you will receive before their starting date.

2. Early years entitlement funded children

If you use your government funded hours for your place, there is a daily food, consumables and voluntary contribution charge of £17.50 per day. This is to cover our high ratio of staff, as well as the meals and exciting trips and enrichment we do that the government funding does not cover.

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)

- 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 £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 £25 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.