



LITTLE FIRS DAY NURSERY

FEES & NON-PAYMENT OF FEES POLICY & PROCEDURE



Little Firs is committed to providing a competitively priced and good value service and we understand that the cost of registered childcare and education may seem expensive to a parent/carer. However, providing a high quality, safe and stimulating service for children is not cheap and to ensure the continued high standards and sustainability of the Nursery, we must ask that parents/carers respect our fee policy and procedure.

The level of fees will be set by Little Firs Committee and reviewed annually in the light of our financial position, our future strategic plans and any other broader economic or social considerations deemed relevant.

- To secure your child's place parents are required to pay two weeks fees as a deposit. This deposit is only refunded when the required months notice is received in writing when the parent decides their child will leave the nursery, or it can be used to pay the last months fees. **However, the deposit will be kept if a parent fails to keep up with payments or if your child leaves within six months.**
- To secure your child's place at Little Firs we require a completed parental booking form and the deposit.
- it of two weeks fees; **without this your child will not be registered with us and your required sessions will not be booked.**
- **Payments of fees must always be in advance** and can be paid either weekly/monthly/termly;
 1. Weekly fees must be paid two weeks in advance and paid on the first day of the week.
 2. Monthly fees must be paid on 1st of each month-i.e. Februarys fees are paid on 1st February.
 3. Termly fees must be paid in advance and must be paid by the last day of the previous term.
- Parents/carers should speak to the Mrs Parker, Mrs Lund or Mrs Chegwiddden if they are likely to have difficulty in making a payment on time.
- A month's written notice is required from any child wishing to cease attending Little Firs-without this notice you will be liable for the terms fees and will lose your deposit.
- Little Firs regret that they are unable to refund fees to children who are unable to attend due to sickness or for any other reason.
- Please collect your child/children promptly at the end of their session. We charge a late collection fee of £ 5.00 per hour/part-hour if you are late to collect your child. If we are unable to contact a parent/carer who has not collected a child 30 minutes after closing time, we have a statutory duty to inform the relevant authorities to arrange suitable care.
- By agreeing to care for your child, we are undertaking a financial commitment and if your child does not attend, we will still make a charge.

NON-PAYMENT OF FEES.

It is very important that parents who are having difficulties making fees payments speak to the office who will try to assist them. Non-payment of fees will result in their child's place being forfeited and offered to the next child on our waiting list.

- It is Little Firs Day Nursery policy to pursue all unpaid fees through a debt-collecting agency for recovery of the service's money.

- If fees are paid persistently late with no explanation, we will be forced to terminate your child's place, following our Non-Payment Policy & Procedure.
- Little Firs Day Nursery is committed to ensuring privacy and protection of data that we hold. Please see our Data Protection and Privacy Policy & Procedure.

Non-payment of fees evokes the following procedure:

Stage 1:

We will email/write or speak to a parent and ask for immediate payment of fees.

If payment is received within seven days no further action will be taken.

Stage 2:

If payment is not received, we will email/write asking for payment in full within seven days plus an administration fee of £5.00. At this stage, your child (ren) will be unable to use our services until payment in full is received.

If payment and fee is received within seven days no further action will be taken and your child (ren) may continue attending Little Firs.

Stage 3:

If payment is not received within 7 days, a 'last chance letter' will be sent to the parent inviting immediate payment plus a further administration fee of £10.

If payment and fee is received within 7 days no further action will be taken and your child (ren) may resume attendance at Little Firs Day Nursery.

Stage 4:

If payment is not received within 7 days, Little Firs Day Nursery will pass details of the amount outstanding to our debt-collecting agency, for which we charge an administration fee of £50.

Any further costs incurred e.g. Court costs, will be applied as applicable.

UNAUTHORISED ABSENCES.

Our Attendance Officer is Wendy Parker. The nursery must be notified of absences and the reason for the absence on the first day and then updated regularly throughout the absence. If Little Firs has not heard from the parent/carer within a reasonable time the nursery will telephone the parent/carer to establish why the child is absent. If we are concerned about the welfare of the child, we will contact Children's Services following our child Protection Policy and Procedures as **the welfare of the child is paramount.**

CHILDREN IN RECEIPT OF EARLY YEARS FREE ENTITLEMENT. (EYFE)

For children in receipt of Early Years Free Entitlement (EYFE) parents are responsible for ensuring that their child attends on a regular basis and in cases of poor attendance parents understand that EYFE can be withdrawn and this will result in the child forfeiting their place at the nursery. Little Firs is required by Dorset Council to record all non-attendance of children in receipt of EYFE and the reason for the non-attendance and it is the parent's responsibility to inform the nursery of the reason why their child has not attended, these records are checked by the local authority.

Dorset County Council allows children in receipt of EYFE to have holidays of a maximum of 2 weeks of the child's funded hours per term in term time only, but for longer holiday periods funding will be reclaimed by Dorset County Council.

EARLY YEARS FREE ENTITLEMENT.

Two-year olds who meet the criteria used to determine eligibility for two-year-old funding must produce their letter of confirmation for Free Early Education for Two-Year-olds or a Children become eligible for funding in the funding period after their second birthday and remain eligible until the end of the funding period before they start school or until the end of the funding period prior to their fifth birthday. Parents can check for eligibility or apply for two-year funding directly on www.dorsetforyou.com/childcare. golden ticket.

- Two-year-old funded children can only attend a childcare provider rated good or outstanding by Ofsted or that has been approved to take funded two-year olds.
- All children are entitled to receive Free Early Education for three-year olds for three terms commencing the term following the child's third birthday.
- All children are entitled to receive three terms of free nursery education as four-year olds prior to reaching compulsory school age. The Secretary of State sets the term dates for this purpose.
- 30 hours Free Early Education who meet the criteria used to determine eligibility for the funding must produce their code of confirmation for 30 Free Early Education for Three & Four-Year olds. Children become eligible for funding in the funding period after their third birthday and remain eligible until the end of the funding period before they start school. Parents can check for eligibility or apply for 30 hours funding directly on www.dorsetforyou.com/30hours.
- To receive the 30-hour funding and EYPP Little Firs must check eligibility and by signing below you are agreeing to this.
- A maximum of 10 hours may be taken in any one day, in 1/4-hour (0.25) blocks, and a maximum of 15 hours per week or 30 hours if eligible. Hours may only be taken between 6am and 8pm.
- Children must attend two days or more per week to be eligible for the funding.
- Little Firs set the times which they deliver the completely free offer, and these are clearly explained in this policy and the parent's contract for Payment of Fees and are subject to availability.
- Parents are responsible for ensuring that their child uses the funded hours applied for on a regular weekly basis and understand that if their child does not attend on a regular basis then the funding might be withdrawn.
- Parents must notify the nursery if their child is absent and the reason will be recorded in the register.
- For holidays (maximum 2 x your weekly claimed hours) funding will not be withdrawn. However, for longer holidays funding will be reclaimed.
- The additional services Little Firs charges for are breakfast, lunch and tea; these are not covered by the Free Early Education Funding.

Date of Review	This Policy was adopted on	Signed on behalf of the Nursery	Date for review
July 2021.	16 th July 2021	<i>P. Goodrick</i> <i>Electronically signed due to covid restrictions.</i>	July 2022.