



Fees Policy January 2025

Little Pips nursery operates a service which is fair and competitively priced. We aim to offer a high quality service, in a safe and stimulating environment where the needs of individual children are met. You are able to purchase full day care between the hours of 7.30am – 5:30pm Monday to Thursday and 7.30am-5.00pm on a Friday, for up to 50 weeks per year. The Nursery is closed for two weeks at Christmas in line with Curry Rivel Primary School. Term dates can be found on our website.

Our session structure from January 2025

| Session offer | The Nest | Two-year-olds | Three-four-year olds |
|----------------------------|----------|---------------|----------------------|
| Early bird (7.30am-8.00am) | £5.55 | £5.55 | £5.55 |
| Morning (8.00am-12.00pm) | £25.00 | £23.80 | £22.60 |
| Afternoon (12.00pm-4.00pm) | £25.00 | £23.80 | £22.60 |
| Short day (8.00am-4.00pm) | £50.00 | £47.60 | £45.20 |
| Extended day (8.00-5.00pm) | £56.25 | £53.55 | £50.85 |
| All day (7.30am-5.30pm) | £62.50 | £59.50 | £56.50 |
| Night owl (5.00pm-5.30pm) | £5.55 | £5.55 | £5.55 |

Food and drink at nursery

Our early bird sessions include a light breakfast of cereal, toast and fresh fruit. Our night owl sessions include a light tea, a menu will be sent to you upon booking. Parents must supply children with a morning snack of fruit, salad or vegetables and a labelled bottle of water for every session.

All hours must be paid for either by means of Early Years funding or by cheque, cash, BACS or childcare vouchers. We accept most major work scheme based vouchers (Please ask our Nursery Manager for more details).

Children within our baby room 'The Nest' automatically receive a place within our Main Nursery when they turn two-years-old. All other spaces are allocated in date order of request and a waiting list is managed by our nursery manager and nursery administrator for all spaces.

Should Little Pips have to close due to unforeseen circumstances such as adverse weather, we will continue to claim E.Y.E. and your standard session fees will be charged.

Sickness

If a child is absent due to sickness or you decide to keep them at home your full session fee will still be charged. If our nursery sends your child home unwell, full fees will be charged. We reserve the right to send any child who believe to be unwell home throughout the nursery day.

Holidays

Little Pips is currently closed on all Bank Holidays and parents are not charged for these sessions. If a child has a planned holiday that falls during our opening times your **full session fee will still be charged.**

We do not allow the swapping of sessions in lieu of holidays or the 'gifting' of sessions to other Nursery parents.

Payment of fees

Invoices are issued monthly, in advance by email on the last working day of the month, unless a paper copy is formally requested. Payment should be made within 7 working days of receiving your invoice. A payment date will be clearly stated on the invoice.

Payment via BACS is preferred. However, cash can be placed in an envelope clearly marked with the child's name and amount enclosed and then the envelope should be given to the Nursery Manager or Nursery Administrator or handed into the School office. Cheques should be made payable to '**Somerset Council**'. A receipt for fees paid will be given directly to parents. Payment can also be made by vouchers please speak to the Nursery Administrator for details on how to do this.

Late payment of fees

Fees should be paid by the date on the invoice, a £12.00 fee will be added for any late payments over 7 days and we will continue to charge £2.00 per week until your debt is cleared. If fees continue to be outstanding the parent/carer will be asked to come and discuss a payment plan with the nursery manager. If this fails to resolve the situation then proceedings through the small claims court will be instigated to reclaim the outstanding amount. Parents will also be asked to withdraw their child until the outstanding fee is paid

and will be unable to book any additional sessions until their bill is paid up to date. Any child who is receiving the 'Early Years Entitlement' will be able to remain at Little Pips for their funded hours **only**.

Should a problem arise concerning payment of fees, parents should speak to the Manager or Administrator as soon as possible to enable Little Pips to come to an agreement regarding payment. Confidentiality will of course be assured.

Early Years Entitlement (E.Y.E.)

Little Pips are in receipt of E.Y.E. for children aged 9 months to four-year olds. E.Y.E. will fund a maximum of 10 hours per day, a maximum of 15 hours per week with a maximum of 570 hours per year.

To access this funding you need to complete an E.Y.E. registration form and provide a copy of your child's birth certificate or passport.

Any hours booked above the E.Y.E. will be charge at the current session rate. Since September 2017 working parents who meet the criteria have been entitled to up to 30 hours of funded childcare a week. If you are eligible for the additional hours this equates to 30 hours per week for 38 weeks or if they are booked for all year the hours can be stretched- this equates to 22.8 hours per week for 50 weeks. For more information please visit www.childcarechoices.gov.uk

Term-time only bookings

Please note bookings from 1/10/2024 are booked on an all-year basis only as we phase out our term-time only offer.

If your child is booked to attended term time only this equates to 15 hours per week for 38 weeks or if they are booked for all year the hours can be stretched this equates to 11.4 hours per week for 50 weeks

Curriculum and consumables charges

We are lucky to have onsite Forest school provision which every child will have access to during their time at Nursery. Should you wish your child to take part in Forest School, which is outside the main curriculum statutory requirements a £1 a week voluntary contribution service charge will be added to your invoice for the duration of your child's sessions (£6 per half term) this can be paid weekly if preferred.

Rugby Tots sessions for children aged two years old and over take place every Tuesday and are charged additionally to fees.

It is the responsibility of the parent/carer to provide nappies, wipes and cream where appropriate. If these are not supplied a charge of £2.50 will be added to your invoice per day.

Working Tax Credit

If you receive Working Tax Credit you may be able to get help towards the cost of child care. For further details contact the tax credits helpline on 0845 300 3900 or visit the HM revenue & customs (HMRC) website (www.hmrc.gov.uk/taxcredits).

Tax- free childcare

Tax-free childcare is a Government scheme, you will set-up an online childcare account for your child. For every £8.00 you pay into this account the Government will pay in £2.00 to use to pay your childcare provider. For more information please visit <https://www.gov.uk/tax-free-childcare>

Late Collection of Children

There will be a charge of £12.00 every 15 minutes for any late collection of a child after their booked session. This charge will be added to your next invoice.

We understand that sometimes people are late due to unforeseen circumstances, we would appreciate that every effort will be made to notify Little Pips in this case. If a child remains uncollected at the end of the day and we cannot contact you, or one of your emergency contacts then we are obliged to enforce our 'Uncollected Child Policy' after 30 minutes.

Termination of the Contract

Little Pips reserves the right to terminate the contract without notice in the event of unsuitable behaviour or non-payment of fees following the non-payment procedure. At all other time **4 weeks' notice** in writing will be given. If you wish to terminate your contract with Little Pips **4 weeks notice in writing is required.** If written notice is not received 4 weeks fees will continue to be charged and E.Y.E. will be claimed.

Please complete the form below and return to Nursery, keep the above for your personal records.

Fees policy agreement- January 2025

Childs

name:.....
.....

I have read, understand and agree to the above fees policy. I am aware of the late charges I may incur for late payment of fees and late collection of my child.

Parent/ Carer
Date.....

I understand that should I decide to order hot lunches for my child that they are provided by an outside catering supplier and in ordering I am agreeing that I will be charged for 10 days following any Nursery closure. Should I not agree to this I should provide my child with a packed lunch.

Parent/ Carer
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Date