

## Safeguarding and Welfare Requirement: Information and Records

Little Explorers Nursery acknowledges, Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met.



## 60.0 Charging policy

**Updated: April 2023    Review date: April 2024**

### Little Explorers Nursery Policy statement

We provide a high quality childcare service to families and the local community. Little Explorers Nursery fees are set to enable the quality of childcare to be maintained at a high level for learning and wellbeing. This policy is written in line with our Terms and Conditions.

#### Settling in sessions

As part of our commitment to raising standards and meeting your child's needs and wellbeing, we offer your child a minimum of three free 2 hour settling sessions, which allows your child to settle into our setting with the security of having a parent(s)/carer(s) with them. These sessions take place once your child has enrolled, and will start just before your 'booked' in dates with us.

#### Government funding

Government funding is intended to cover the cost of 15 or 30 hours a week of government funded, high quality, flexible childcare only. Please note if you claim 30 hours funding this needs to be renewed and your code updated every term, namely before August 31<sup>st</sup>, December 31<sup>st</sup>, and March 31<sup>st</sup>. **Government funding is not intended to cover the cost of meals, snacks, consumables, sundries, additional hours or additional services.**

#### Two year old funding

A government initiative entitles some two year olds to free childcare, **from the term after their 2<sup>nd</sup> birthday**. Most eligible families will automatically receive a letter direct from Norfolk County Council informing them that they can claim up to 15 hours. If you think you may be eligible and have not received confirmation from Norfolk County Council, please speak to the Provider or contact Norfolk County Council directly. Parent(s)/carer(s) who wish to use hours for wrap around care that incorporate breakfast, lunch or tea are asked to provide their own meal or they can opt to be charged for this.

Little Explorers Nursery accepts children with government 2 year old funding. We offer the 15 hours per week, term time only. Government funded sessions are available from 8.00 am until 4.00 pm, Monday to Friday.

#### Three year old funding

A government initiative entitles all three year olds to government funded childcare, **from the term after their 3<sup>rd</sup> birthday**. Families can claim up to 30 hours per week (term time only), which if needed can be split between one or two eligible settings.

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If families require more than either 15 or 30 hours of childcare the additional hours can be privately paid for. Government funded hours cannot be used over the school holidays for holiday club.

The cut off dates for the school terms are –

31<sup>st</sup> August – for birthdays from 1<sup>st</sup> April to 31<sup>st</sup> August, funding begins in September.

31<sup>st</sup> December – for birthdays from 1<sup>st</sup> September to 31<sup>st</sup> December, funding begins in January

31<sup>st</sup> March – for birthdays from 1<sup>st</sup> January to 31<sup>st</sup> March, funding begins in April.

Government funded sessions are available from 8.00am until 4.00pm, Monday to Friday, term time only.

## **Little Explorers Forest School Nursery Fees**

We aim to provide a service that will be self-sustaining. Therefore, fees and self-sustainability will be reviewed annually by our quality management committee, and any agreed increase implemented following a full month's prior notice to parents.

Little Explorers Nursery is closed on all bank holidays, plus one or two deep cleaning days during the summer holidays. If these affect your childcare periods, you will receive a discount in your monthly invoice.

Additional hours and services will be charged at the current hourly rate where hours are not government funded as part of the Early Education offer by the Local Authority.

Please note we will **not** charge you for holiday clubs or sessions to hold your place when we are closed.

Charges for additional services such as trips will be agreed in advance with families.

## **Current fees**

### **The following charges apply when taking a government funded or private place –**

- Cost of Meals £2.50 per meal
- Cost of breakfast: £1.00 per week
- Cost of all Consumables and sundries; including all things like PPE, hygiene gloves, face masks, face shields, antibacterial hand gel, aprons, Dettol sprays, Disposable clothes, toilet paper, soap, hand wash, bin bags, washing up liquid, paper towels, tissues, etc., Also, it covers a wide range of snack, cooking activities, woodwork activities, forest school activities and any other costs are:
  - For one child attending per week: £18.00 per month

The above charges are voluntary, however, if you choose to opt out of paying fees, families will be required to supply their own meals and consumables. It may be possible to waive or reduce these costs in extreme circumstances, please discuss this with Gillian Lee if you are unsure if you meet these needs.

***The free entitlements will be delivered consistently so that all children accessing any of the government funded entitlements will receive the same quality and access to provision, regardless of whether they opt to pay for optional hours, services, meals or consumables.***

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**Little Explorers Forest School Nursery,  
private or additional hours and consumables are charged at the following costs:**

	<b>Cost</b>	<b>Times</b>
<b>Nursery childcare for all aged children</b>	<b>£15.50 per session</b>	<b>3 hours set sessions from 9.00am-12.00pm or 12.00pm-3.00pm</b>
<b>Additional Hour(s)</b>	<b>£5.50 per hour</b>	<b>Cost is for a full hour(s) charged before 9.00am or after 3.00pm</b>
<b>Holiday Childcare Clubs</b> <i>(Minimum of 8 children per day)</i>	<b>£28.00 per day</b>	<b>9.00am-3.00pm</b>

<b>Consumable costs £18.00 per month</b>	<b>Non-Government Funded hours</b>	<b>Invoiced Monthly</b>
<b>Consumable cost £18.00 per month</b>	<b>Fully Government Funded hours</b>	<b>Invoiced Quarterly</b>

Hot lunches are usually provided from the nursery kitchen and maybe cooked on our open fire during forest school sessions. They have to be ordered on a weekly basis. Changes must be given in writing at least one week before the start of the next month. Otherwise, we will still require the cost of your order in full.

### **Invoices and payment methods**

Invoices will be processed and issued on the 15<sup>th</sup> of the month. These will need to be paid by the 1<sup>st</sup> of the month prior to childcare services being received. The invoice will include all sessions booked for the month, funded or non-funded. Additional sessions required, which have not been processed on the current invoice will be given on a hand-written invoice. Parents are expected to pay their invoice within 15 days of date issued. If you have any issues making full payment, please speak to the Childcare Provider, Deputy Manager or Supervisor.

All services must be paid for; non-payment of fees can lead to your child losing their space within the Nursery.

These are the following additional charges which are applied:

- Registration Fee £40.00.
- **Returnable** deposit fee to secure a childcare place £55.00.
- Late payments charge £40.00.

Method of payment;

- We accept bank transfer payments
- Cash for small amounts only, under £25.00
- We accept Tax-free Childcare payments; found on [<https://www.gov.uk/tax-free-childcare>]
- Please note we no longer accept cheque payments.

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The government funded entitlement is offered with no charge to the parents/carers for the educational hours. Parents will not be charged a “top-up” fee to recoup the difference between the amount received from the Local Authority and the current hourly rate.

A registration fee of £40.00 is charged once a childcare place has been offered. This is voluntary for those families whose child(ren) only access the government funded entitlement.

We accept payment by cash, bank transfer and Tax-free Childcare. For further information, please speak to the Childcare Provider, Deputy or Supervisor.

### **LATE PAYMENT OF FEES/debt collection**

**Please note there is a charge for late payments.**

**Our procedures are;**

1. If invoices are not paid by the first (1<sup>st</sup>) of the month – We will remind you verbally or written.
2. If invoices are not paid by the third (3<sup>rd</sup>) of the month – We will inform you of charges of £40.00 for late fee payment which will be added to your next invoice.
3. Non-payment will result in services being withdrawn.

### **Session changes and/or cancellation of place**

If parents wish to change the sessions their child attends, it is advised that you discuss this with the Childcare Provider. **Changes are subject to availability and require a four weeks’ notice period in writing.** Little Explorers will endeavour to facilitate every family’s needs. However, on occasions of non-availability, we would put you on a wait-list and offer you the changes as soon as there is availability.

If you no longer require all or any of your sessions four weeks’ notice in writing must be given, to cancel any booked sessions. Parent(s)/carer(s) will be charged for the full notice period even if the child is not attending.

### **Illness and holiday**

Full fees are payable at all times, including days not attended due to family holidays and sickness. We are also unable to offer session swaps.

### **Late collection and Early drop off fees**

Children must be collected promptly at the end of their booked session. Please be aware when you are late or too early this could place the nursery in an illegal position, where we do not have enough staff in ratio or may not be insured. Additionally, when late collections are made this places our staff in a position where they are then late to collect their own children and receive charges. Therefore, if you need later sessions these **MUST** be booked in advance.

### **CHILD SESSIONS ARRIVAL AND COLLECTIONS CHARGES:**

Early drop off with your child arriving at nursery before their start time - will be charged at our hourly rate.

Late collection of your child from nursery after the following times - fees will be charged as follows:

Up to 5 minutes	Rare or exceptional circumstances	No charge
10 minutes and over	Any circumstances	£10
20 minutes and over	Any circumstances	£25
Frequent lateness	Any circumstances	£25

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### Unavoidable closure of the Nursery

If Little Explorers Nursery closes due to unforeseen circumstances, we will take reasonable steps to inform parents. In cases of bad weather, please listen to local radio school closures or check the Norfolk County Council's website. Any private monies for services not provided will be credited to your accounts to use at your discretion.

Guidance:-

- Early Education and Childcare Statutory Guidance for Local Authorities (June 2018)
- Early Years Entitlements: Operation Guidance For Local Authorities and Providers (June 2018)

Little Explorers Forest

School Nursery



This policy was adopted by

On

23.04.2023

Date to be reviewed

23.04.2024

Signed by provider

*G. Lee*

Name of signatory

Gillian Lee, B.A. Hons

Role of signatory

Childcare Provider & Forest School Leader

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **[Statutory framework for the early years foundation stage, published April 2017, p.5]**

***1. Every child deserves the best possible start in life and the support that enables them to fulfil their potential. Children develop quickly in the early years and a child's experiences between birth and age five have a major impact on their future life chances. A secure, safe and happy childhood is important in its own right. Good parenting and high quality early learning together provide the foundation children need to make the most of their abilities and talents as they grow up.***