



LITTLE FIRS DAY NURSERY



22. 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. 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, future strategic plans and any other broader economic or social considerations deemed relevant, unless finances dictate otherwise.

- To secure a child's place we required two weeks fees as a deposit and a completed registration form; **without this a child will not be registered and the required sessions will not be booked.**
- Little Firs opens from 7.30-6pm Monday to Friday 50 weeks of the year and closes Bank Holidays and a week at Christmas.
- Little Firs fee lists states the hourly rates and any other charges made other than the Early Years Free Entitlement (EYFE).
- Invoices are produced monthly before the end of the month and payments of fees must be paid either weekly or monthly:
 1. Weekly fees must be 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.
- Whilst Little Firs will always seek to keep the nursery open to promote continuity of care for the children, we will not refund any fees if a child is absent due to sickness or for any other reason. In addition, the nursery will not refund fees if the nursery must close due to "acts of God" infectious diseases, pandemics, environmental factors (such as snow or flooding), emergency repairs or any other situation outside of their control.
- Parents/Carers must collect their child(ren) promptly at the end of a session. Little Firs charges a late collection fee of £ 20.00 per hour/part-hour. If we are unable to contact a parent/carer who is 30 minutes late to collect their child, we have a statutory duty to inform the relevant authorities.
- A month's written notice is required from any parent/carers wishing to cease their child attending Little Firs-without this notice they will be liable for a month's fees and lose the deposit. The required months' notice must be in writing and then the deposit will be refunded or 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.**
- By Little Firs agreeing to care for a child, their parents/carers are undertaking a financial commitment and if a child does not attend, Little Firs will still make a charge.

NON-PAYMENT OF FEES.

It is very important that parents/carers who are having difficulties making payments speak to Mrs Parker or Mrs Lund 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 their 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 their debt-collecting agency, for which they 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 Mrs Parker.

Parents/Carers must notify the nursery of any absences and the reason on the first day and then update regularly throughout the absence. If Little Firs has not heard from the parent/carer within a reasonable time the nursery will telephone them to establish why the child is absent. If Little Firs is concerned about the welfare of the child, they will contact Children's Services following Little Firs Child Protection Policy and Procedures as **the welfare of the child is paramount.**

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

- Parents of children in receipt of Early Years Free Entitlement (EYFE) are responsible for ensuring that their child attends on a regular basis and in cases of poor attendance parents must understand that EYFE can be withdrawn, and this will result in the child forfeiting their place at Little Firs.

- 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 this will be recorded on a register. These records can be checked by the local authority.
- Parents of eligible EYFE children from 9 months-2 years, 2-3years, and 30-hour funding must provide an eligibility code and reconfirm it every 3 months. Little Firs must check the code eligibility when claiming funding.
- Parents must provide their National Insurance Number and their date of birth as this is needed to claim the EYFE.
- All children are entitled to receive Free Early Years Education as three-year olds for three terms commencing the term following the child’s third birthday. The Secretary of State sets the term dates for this purpose.
- All children are entitled to receive three terms of Free Early Years Education as four-year olds prior to reaching compulsory school age. The Secretary of State sets the term dates for this purpose.
- Little Firs checks eligibility of children that are entitled to Early Years Pupil Premium (EYPP) and parents must give their permission to carry out this check.
- Children who are in receipt of Child Disability Living Allowance (DLA) who receive EYFE are eligible for the Disability Access Fund (DAF) at one early year’s provider per financial year and must produce a copy of the child’s DLA award letter and this must be kept with their child’s records and can be checked by the local authority.
- 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.
- Little Firs sets the times they deliver the Free Early Education Funding (EYFE) but these are subject to availability.
- The additional services Little Firs charges for are breakfast, lunch, and tea; these are not covered by the Free Early Education Funding (EYFE).

Date of Review	This Policy was adopted on	Signed on behalf of the Nursery	Date for review
March 2024.	1st April 2024.		April 2025.