



Little Pippins FSU

FEES POLICY

Agreed and adopted by Governors: October 2015

Review Date: October 2016

Little Pippins FSU

Fees Policy

Aim

To ensure the FSU is run so it is financially viable.

Statement of Interest

To introduce a fee policy that is fair and reasonable for all families.

Terms and conditions

As a parent (carer of a child) with a place at Little Pippins FSU I agree to the conditions below.

Standard Fees

Each hour is charged at £4.00 for 3-4 year olds and £4.20 for 2-3 year olds.

We are open from 9.00 am – 12.00 and 12.00 – 3.00 pm or 9.00 am – 3.00 pm. Extra hours are available outside our normal opening times on an agreed basis and are chargeable as per the hourly rate above

For children in receipt of government funding.

All 3 and 4 year olds are entitled to 15 hours of free early years education each week for 38 weeks of the year. (Some 2 year olds are also eligible).

You can start claiming the term after your child turns 3.

Please call at the school office for more information and a funding application form.

Invoices and Payments

- Payment of fees should be made for each term in advance and invoices will be issued accordingly. All fees must be paid within 2 weeks of the start of term.
- Children new to the setting must pay fees on the first day of attending.
- Fees will still need to be paid if a holiday is taken during term time.
- Little Pippins is open in term-time only. It is closed on bank holidays and 5 INSET days per year. No charges apply for these days.

If for any reason Little Pippins is closed due to unforeseen or exceptional circumstances no fee will be chargeable.

- If Little Pippins is open and your child is unable to attend for any reason full charges apply.
- A late collection fee of £3.00 per 15 minutes is levied.
- To cancel a place at Little Pippins a 6 week notice period must be given in writing (excluding holidays). Payment must be paid for this period.
- If your child does not attend due to sickness, full charges still apply. In case of continuing sickness please speak to the Headteacher as fees for such absences are at her discretion.

Late or non-payment of fees

- Fees should be paid within 2 weeks after the start of each half term. If payment is not made a reminder will be sent to the parent/carer and should be received within 14 days. Failure to pay within this 14 day period will incur a £20.00 late payment fine. Thereafter £20.00 will be added to your invoice for each week of late payment. Parents will also be asked to withdraw their child until the outstanding fee is paid. Any child who is receiving Early Years Education Funding will be able to remain at Little Pippins for their funded hours.

After a six week period from the commencement of the half term proceedings through the small claims court will be instigated.

Changes to nursery sessions.

- All sessions booked are to be paid for, including any additional hours that have been agreed on a half termly basis.
- If you wish to cancel any sessions permanently, Little Pippins requires 6 weeks' notice in writing.
- Additional hours will be accommodated depending on availability of places.
- Any one-off additional sessions will be charged individually. Once parents have confirmed in writing (or e-mail) that the child will attend for the additional required session charges will apply regardless as to whether the child attends or not.