



# Little Pippins FSU

# FEES POLICY

**Agreed and adopted by Governors:** October 2015

**Review Date:** January 2021

**Next Review Date:** January 2022

## **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**

We charge £4.50 per hour for children aged 2 until the term after their third birthday and thereafter £4.30 per hour for hours booked and not covered by funding.

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 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 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 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.

### **Wrap around care**

The FSU will be open for our 2/3/4 year olds from 8.00 am – 4.30pm.

Additional hours will have to be paid for at £4.50/£4.30 per hour or part thereof. Additional hours costs will be invoiced and they must be booked half termly in advance.

These hours will be covered by the conditions of the Fees Policy for all hours taken.

### **Early years Entitlement details:**

We are in receipt of Early Years Entitlement (EYE) for three and four year olds. This will be available from the term after your child's third birthday. To claim this funding, the school must receive a copy of your child's birth certificate/passport on starting. If we fail to receive a copy, the setting cannot access the funding, and you will be invoiced for any sessions your child attends.

The FSU can also accept two year old funded children. Certain criterias for this funding must be met. An application should be sent to the County Council. Funded two year olds will only be accepted on receipt of a letter from the County council stating that funding is available.

You can claim a total of 570 funded hours from the term after your child qualifies for funding over a funding period. You can access a maximum of 10 hours and a minimum of 2.5 hours per day. You can access up to 15 hours per week.

Please not that if you go over the maximum hours, you will be invoiced at our current rate. This may occur due to opening and closing hours each term.

**Termination of the Contract**

The setting reserves the right to terminate the contract without notice in the event of unsuitable behaviour from parents or non-payment of fees following the non-payment procedure, at all other times one month's notice in writing will be given.

I have read and agree to the conditions of the Fees Policy.

Signed : ..... Date : .....

Print Name: .....

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