

Little Cuckoos Pre-School

Fees

Policy statement

Little Cuckoos Pre-School operates a service that is fair and competitively priced. We aim to offer a high quality service in a safe and stimulating environment, where the needs of the individual child are met.

The Pre-School is open 9am-3pm Monday-Friday, during term time only.

The individual hourly rate for children aged 2 years is currently £5.25 per hour. For children aged 3 years prior to the 15 hours free entitlement funding is £4.75 per hour. This rate is subject to review by the Management Committee. All contracted hours must be paid for.

Absence

If a child is absent due to sickness, holiday or for other reasons, fees remain payable as the child's place is kept open and staff levels are maintained.

Closure

In the event that Little Cuckoos is unable to open due to snow or other adverse conditions fees remain payable as the Pre-School still has to employ and pay staff. In the event of closure in such conditions staff will endeavour to offer additional sessions, subject to availability, as compensation.

Payment of Fees

Fees are payable in advance; therefore bills will be emailed out at the beginning of each term and should be paid within 14 days of receipt and by the date stated on the bill.

Additional hours (those above the agreed normal hours) will be charged in arrears within the following terms invoice.

Our preferred payment method is BACS, directly into Little Cuckoos bank account however we also accept payments made by cash, cheque, childcare vouchers and from the tax free childcare service.

For cash payments these can be placed in an envelope, marked with the child's name and amount, and posted into the green Treasurer's Box which can be found in the Entrance Hall.

For payment by Childcare Vouchers please contact the Treasurer.

If fees remain outstanding after the payment due date i.e. day 15, an email reminder will be issued that payment should be made immediately. If payment has not been received a week after the bill was due, a second email reminder will be sent together with the advice that a 10% late payment fee has now been incurred and should be paid in conjunction with the outstanding invoice.

If fees continue to be outstanding Little Cuckoos may begin procedures through the small claims court to recover fees. Parents/carers will be asked to withdraw their child until such a time as the outstanding fees are paid. Any child who receives funding will be able to attend their funded hours only.

If a problem concerning payment of fees is anticipated the parent/carer should speak in confidence to the Treasurer or Pre-School Leader as soon as possible in order to come to an arrangement regarding payment.

Funding

Little Cuckoos Pre-School is registered to receive government funding and all children attending the pre-school of an eligible age are entitled to such funding. This includes 2 year old funding where relevant. These hours become available the term following the child's 3rd birthday, as follows:

Children who are 3 between:	Are eligible for funding from:
1 April and 31 August	1 st September
1 September and 31 December	1 st January
1 January and 31 March	1 st April

Children are able to access 570 hours of funding per year with no more than 15 hours per week being accessed. From 1st September 2017, this Early Years Funding will be known as universal funding. In addition you may be entitled to additional funding, 15 extra hours per week. To check your eligibility please visit www.childcarechoices.gov.uk.

The additional Funding needs to be continually assessed every three months to ensure that your eligibility is in place. If funding for the additional hours is withdrawn at any point, any outstanding nursery fees will be paid for by the parent/carer.

Funded hours are agreed between Little Cuckoos and the Parent/Carer on a funding term basis i.e. 3 times a year. On signing the parent declaration form these hours become binding. If however, extenuating circumstances dictate that these hours require an upward adjustment within your universal / additional funded entitlement, and we have the space to honour them, they will be chargeable at our hourly rate for that funding period.

Sessions cannot be swapped and any hours attended in addition to the funded hours will be charged at our hourly rate.

Notice

If a parent/carer no longer requires a place for their child notice of one term is required. Failure to provide the correct notice period will result in a bill being issued.

Little Cuckoos Pre-School reserves the right to withdraw a place without notice in the event of unacceptable behaviour by parents/carers or for non payment of fees following the non payment procedure. At all other times one term's notice will be given.

This policy was adopted at a meeting of

Little Cuckoos Pre-School

Signed on behalf of the provider

Name of signatory

Role of signatory (e.g. chair, director or owner)

Elaine Millard

Committee Chair