

## **62. Fees, Finance and Funding Policy**



### **Policy statement**

Little Pals Nursery understands that the cost of registered childcare may seem expensive to parents/carers. However, providing a high quality, safe and stimulating service for children is not cheap and to ensure the continued high standards and sustainability of our nursery, we must ask parents/carers to respect our policy in terms of fees. Whilst we value the relationship with parents/carers and will be sympathetic towards any difficulty in paying their child's fees, we are unable to operate effectively without these payments.

We aim to provide systems which make it easy to pay and work with you to prevent situations where outstanding debts continue to rise. We will regularly review and adjust our fees in line with rising costs and changes to government funding.

### **Fees**

Our fees are reviewed annually and communicated to our parents/carers with at least 1 months notice of the fees changing.

- All fees should be paid in advance, either on a weekly basis or a monthly basis.
- Fees are payable even if a child doesn't attend their session, unless previously agreed for hospital appointments/holidays etc.
- Parents/carers will be encouraged, and supported, to apply for any government funding their child(ren) may be eligible to receive.
- Four weeks written, and paid notice is required to terminate a child's place.
- To prevent debts from building up where a parent/carer is seen to be struggling to pay the fees a discussion will take place between the Finance Manager and themselves. If this is not successful then a meeting will be arranged with the Financial Director.
- If payment is still not received following the above procedures legal action may be taken.
- Fees can be made via bank transfer, standing order or through our Family app.

### **Debt management**

It is our aim to prevent a situation where outstanding debts arise. We will regularly review our accounts and anyone with outstanding debts will receive a payment reminder through our Family app. This will prompt you to make a payment as soon as possible.

Following this, if payment is still not received, we will contact you to arrange a meeting to agree on a payment plan to ensure this debt does not continue to rise. This may include an arrangement to reduce your child(ren)s hours/days of attendance during this payment plan period.

Failure to agree to or stick with a payment plan will result in us sending your outstanding balance over to our debt collection agency where legal action will be taken to recover the debt.

We reserve the right to suspend a child's place if the debt reaches an unacceptable level and/or the payment plan that is out in place is not adhered to.


**Funded Sessions**

We are registered with our local authority to provide government funded places from 9 months old.

Local authority funding can only be used between 9am – 4pm. Outside of these hours, 7.45am – 9am and 4pm – 6pm, our fees apply.

If eligible:

- Children from the term after they turn 9 months old can access 30 hours funding for 38 weeks of the year.
- Children from the term after they turn 2 years old can access 15 hours of funding per week for low income families, for 38 weeks of the year or 30 hours of funding for working parents.
- Children from the term after they turn 3 can access 15 hours of funding per week. An additional 15 hours of funding is available for working parents.
- There is also the possibility of stretching the funding over 50 weeks of the year.

This policy was adopted on	Signed on behalf of the nursery	Date for review
26/3/26		26/3/27