



THE NURSERY THAT HELPS LITTLE FEET TAKE BIG STEPS

Charge Policy

Little Footsteps of Dereham is a setting which is listed as a Norfolk County Council approved provider of 2, 3 and 4 year old funding and has agreed to meet the conditions of the Early education and childcare Statutory Guidance for Local Authorities.

- We provide up to 15 hours free care per week term time only or 11 hours per week 52 weeks per year, for those children eligible over a minimum of 2 days.
- We provide spaces for those eligible for 30 hours funding, this can be used term time only, or spread over a full year and used as 21 hours per week.
- Parents do not have to pay anything towards this free entitlement.
- Government funding is only used to cover the cost of 15 or 30 hours a week of high quality flexible childcare only, it is not to cover other costs such as meals, additional hours, services or consumables.
- Additional hours and services will be charge at the current hourly rate where hours are not funded as Early Education by the Local Authority. There is no top up fee to recoup the difference between the current hourly rate and the amount provided by the Local authority.
- Charges for additional services such as trips will be agreed in advance with families
- We cover a range of sessions to families where they can choose to use their funding entitlement.
- No conditions are put upon parents.
- A deposit of a minimum £30 will be charged to secure the child's place and refunded when they begin with us. The deposit varies from what sessions you would like (works out to be a percentage of your individual bill). This will be refunded by being deducted from the child's first bill which is within six weeks of the child's first day of attendance for early education.
- A deposit is non-refundable if a parent chooses to then not take up their space.
- We do not charge a registration fee.
- There is a notice period of 4 weeks should a parents wish to make changes to the way they use their funded entitlement

- There is a parent/carer agreement which has to be signed and returned prior to care beginning
- Any hours extra that the child attends nursery will be charged for at our usual rates.
- The free entitlements will be delivered consistently so that all children accessing any of the free entitlements will receive the same quality and access to provision, regardless of whether they opt to pay for optional hours, services, meals or consumables
- Late collection of children will be charges at £2.50 per 5 minutes.
- Late payment of fees will be charged at £10 per bill
- All invoices will be issued on 15th Month to be paid by 1st month for the care to follow
- A maximum of a 10 hour day will be used
- Only 2 settings accessed in 1 day

Internal use only

This policy was first adopted on	6th Feb 2012
Signed on behalf of the nursery	GH (Gemma Hewett)
Date disseminated to staff	26th March 2012
Dated Reviewed & small alterations made	August 2022
Next review dated	August 2023