



LITTLE FOOTSTEPS CHILDCARE

Charge Policy

Little Footsteps Dereham and Little Footsteps Mattishall are both settings which is listed as a Norfolk County Council approved provider for supplying early years funding and has agreed to meet the conditions of the Early education and childcare Statutory Guidance for Local Authorities.

Dereham is registered for 74 children aged 6 weeks to 5 years.

Mattishall is registered for 49 children aged 6 weeks to 5 years.

Both settings offer a choice of full or part-time care to suit your family needs. We are open from 7.30am – 6.00pm Monday to Friday, 52 weeks a year, only closing on Christmas Day, Boxing Day and New Years Day. All other Bank Holidays we will be open. (Occasionally we are closed if during the Christmas Period, the nursery will only be open for one day.) We also offer a Breakfast, After School and Holiday Club for children up to the age of 11 years, with school collection and drop off to some of our local schools. There is a parent/carer agreement which must be signed and returned prior to care beginning. Please see our Parent Pack to see more information. Please also see our Nursery Contract.

Refundable Deposit

To secure/reserve a space, a deposit is required. The deposit is set at £50 per session. Please see below chart.

Day of the week	M	Tu	W	Th	F
Deposit charge	£50	£50	£50	£50	£50

- This refundable deposit will secure the child's place and be refunded when they begin with us. 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.

Please note – if you have secured a space for a particular day then you change your day – this will result in a loss of deposit.

Little Footsteps Dereham is divided into four separate rooms that are set up age appropriately.

The ages below are a guideline depending on the child's individual needs and development.

Seedling/Pips – 6 Weeks to 2 years

Shoots – 2 years to 3 Years

Buds – 3 to 5 Years

Orchard (based within the Buds classroom) – School Aged Children up to 10/11 Years (End of Key Stage 2)

Little Footsteps Mattishall is divided into two separate rooms that are set up age appropriately.

The ages below are a guideline depending on the child's individual needs and development.

Caterpillars – 6 Weeks to 2 years

Butterflies – 2 years to School Aged Children up to 10/11 Years (End of Key Stage 2)

Funding

Government funding is intended to deliver up to 15 or 30 hours a week of free, high quality, flexible childcare. It is not intended to cover the costs of meals, other consumables, additional hours or additional services.

Funding is offered within the national parameters.

We deliver free entitlements consistently so that all children accessing any of the entitlements will receive the same quality and access to provision, regardless of whether they pay for optional hours, services, meals or consumables.

The reference to quality refers to the Early Years Foundation Stage Statutory Framework (EYFS) which is mandatory for all early years providers in England and sets out the standards that must be met to ensure that children learn and develop well and are kept healthy and safe.

Early Learning for 2-year-olds and 3- and 4-year-old universal

We provide up to 15 funded hours per week, term time only or 11 hours per week 52 weeks per year, for those children eligible over a recommended minimum of 2 days.

Working Parent Entitlement

We provide spaces for those eligible for 30 hours' funding, this can be used term time only (up to 30 hours) or spread over a full year and used as 22 hours per week.

We offer a range of sessions for families where they can choose to use their funding entitlement. Optional chargeable extras will apply where families have chosen to opt in.

Fully Funded Places

If families do not want their child to access the chargeable extras, the child can attend up to five fully funded sessions to access completely free their funded childcare. Fully Funded places are available 9am to 3pm (school hour session).

Notice Period

There is a notice period of 4 weeks should parents wish to make changes to the way they use their funded entitlement. Changes must be made in writing.

Nursery Closures

Parents/carers we will inform when it is necessary to close the nursery either as an emergency or short-term (e.g., extreme weather conditions, staff development days, sickness, local or national elections, or damage to the premises). Funding will be claimed unless the Council advises otherwise. **IMPORTANT:** Funding is not claimed when we are closed for business.

More information on funding can be found www.beststartinlife.gov.uk

Additional Sessions

If the nursery has availability, you can book additional ad-hoc session(s). Please submit your request directly to the office at least 48 hours prior to the extra session. Please note – these additional sessions are non-refundable and non-transferable.

Fees

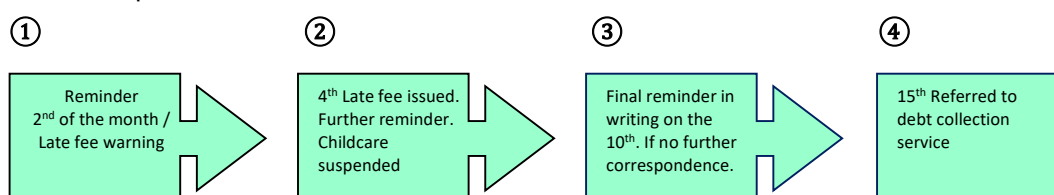
Invoices are itemised so parents/carers can see clearly the charges which apply. Parents are invoiced monthly around 15th of the month; care is to be paid in advance and by 1st of the month. Invoices are itemized so parents/carers can see clearly. Failure to pay your nursery fees may result in a late payment charge or suspension of your childcare space.

All fees will be charged unless specific arrangements have been agreed and whilst a childcare contract remains in place. Families wishing to terminate their space must provide 4 weeks written notice to the Nursery Manager. Any funding entitlement claimed beyond the notice period is transferable to your new childcare provider via the local authority if the criteria is met. If a child leaves our setting before the end of the agreed notice period, we will seek authorisation from the local authority if you wish to use this entitlement as your notice period, together with any left over fees which have been agreed upon within your contract.

Our fees are reviewed annually every April. The fees are reviewed and changed in line with inflation, national minimum wage, and other such social increases in prices.

Families will be given at least 4 weeks' notice in writing before any changes to the fees etc. take place. Parents are also given the opportunity to speak with the nursery manager if they would like to discuss the fee increase or a chance to discuss your options.

In the event that fees have not been paid. These are the steps that will be taken as a consequence of non-payment. It is imperative that all fees are paid on time. Fees are due in advance on the 1st of each month. Please see below process.



We are required to deliver the funded entitlements consistently, so that all children within a setting accessing any of the funded entitlements receive the same quality and access to provision regardless of whether they choose to pay for voluntary hours, extra voluntary services, meals or consumables. The reference to quality refers to the Early Years Foundation Stage (EYFS) Statutory Framework which is mandatory for all early year's providers in England and sets out the standards that must be met to ensure that children learn and develop well and are kept healthy and safe. Our optional services and activities are not directly related or necessary for the effective delivery of the EYFS statutory framework.

We do not charge:

- Top-up fees (any difference between a provider's normal charge to parents and the funding they receive from the local authority to deliver free places)
- the supply of or use of any materials, including, but not limited to, craft materials, crayons, paper, books, instruments, toys, or other equipment or learning resources that are necessary for the effective delivery of childcare
- business running costs, including, but not limited to, rent, staff wages, cleaning materials, insurance, or utility bills such as energy, gas or water
- registration fees as a condition of taking up a child's free entitlement place
- non-refundable deposits as a condition of taking up a child's entitlement place
- general charges, including but not limited to, non-itemised enrichment charges, sustainability charges, business continuity charges, additional charges, enhanced ratios, hourly rates, or any other supplementary charges on top of the free hours
- any additional fees that are not specifically identified and itemised as being for chargeable extras as described in the Statutory Guidance

Any hours not funded by the local authority will be charged at our usual rates (see tables below).

- Late collection of children will be charged at £3.50 per 5 minutes.
- Late payment of fees will be charged at £10 per bill.
- We do not charge a top up fee.
- We do not charge a registration fee.
- We do not charge a retainer fee.

Any charges applicable to a trip will be agreed in advance with families.

Fees for Pips/Seedlings/Caterpillars/Shoots/Buds:

Session	Times	First Child Price	Sibling rate price
School Hour Session	9.00am to 3.00pm	£50	£45
Short Morning/Afternoon	9am-1pm or 1pm-5pm	£33	£29.70
Full Day	8.00am to 6.00pm	£71	£64
Block Booking	50hrs per week	£300	£280
Extra hours		£8.30	£7.50
7.30am start		£4.70	£4.25

Fees for Orchard/Butterflies school children, Breakfast, After school and Holiday Club:

Session	Times	Child Price
Breakfast club	7.30am Start	£8
Breakfast Club	8.00am Start	£7
After school club	5pm finish	£11.40
After school club	5.30pm finish	£13.20
After school club	6pm finish	£15.10
Holiday Club School Hour Session	9.00am-3.00pm	£32.50
Holiday Club	9am - 1pm Or 1pm - 5pm	£23
Holiday Club	8.00am to 6.00pm	£38
Holiday Club block booking	50hrs per week	£155
Hourly rate		£6.20
7.30am start		£4.00

Funded Places - Chargeable Extras:

Families can opt in or out of the following chargeable extras.

- Non-Food Consumables
- Food Consumable (Snack only)
- Additional Services and Activities (not directly related or necessary for the effective delivery of the EYFS statutory framework)

****Package Offer**** When all 3 extras (non-food consumables, food consumables(snack) and additional services and activities) are opted into, a discounted rate of 50p per funded hour will be charged.

IMPORTANT:

1. If you wish to opt out of 1 or more of the chargeable extras, please speak to Donna Nevill the setting owner/manager to discuss alternative options
2. To opt out of the chargeable extras, you are required to give 4 weeks' notice. This notice needs to be given in writing, using the form provided (Pg 6).

Non-Food Consumables - £0.50 per funded hour

Nursery will supply nappies, wipes, creams and sun cream	£0.50 per funded hour *
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Food Consumables

Snack	£0.50 per day *
Meal - Breakfast (optional)	£0.85
Meal - Lunch (optional)	£2.80
Meal - Tea - Seeds/Pips and Shoots (optional)	£2.00
Meal - Tea - Buds and Orchard (optional)	£2.30

Meals are also provided at an extra cost. Alternatively, families can opt to bring in a packed lunch. Please refer to our packed Lunch/Food Policy for more information.

Additional Services and Activities

(these services and activities are not expected to be provided as part of the EYFS)

• Family Access. • Participation and invites to parent evenings, community trips, walks and visits, Educational Visitors, such as; police, fire etc. • Cooking Activities.	£0.50 per funded hour *
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The following details the requirements of families when Opting Out

Item	Opted In (included)	Opted Out	More Info
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Non-Food consumables

Nappies/Wipes/Creams	√	X	Parents must provide own
Sun cream	√ Nivea Sensitive SPF 50+	X	Supply own

Food Consumables

Snack	√	X	Parents/Carers are to provide a piece of fruit for snack time. If not supplied on the day, you will be notified that a charge will be added for the session to cover the cost of snack. Please refer to food policy for further information.
Meals – Breakfast/Lunch/Tea	X	X	Not included in consumable charge – these are added as required on individual basis, if not supplying own.

Additional Services and activities

• Family Access. • Participation and invites to parent evenings, community trips, walks and visits, Educational Visitors, such as; police, fire etc. • Cooking Activities. • Non-funded Ad hock sessions offered	√	X	Family app not accessible, this includes live updates of nappies, lunch, observations ect. Please note all trips (such as the annual dinosaur park event) is not included and will be agreed separately together with associated fees Non-funded Ad hock sessions not available
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Chargeable Extra's

Please note – to opt out of the consumable charges, you are required to give 4 weeks' notice. This notice needs to be given in writing, and the following form needs to be completed.

I understand that opting out of the consumable charge(s) means I will provide my child's own snack, nappies, wipes, creams *if applicable*

I also understand and agree that I will need to pay charges if I would like my child to partake in any of the additional extras listed above.

In the event that snack is not provided for the child, I agree for this additional charge to be added to my invoice.

I agree to adhere to the Food Policy.

I would like to remove the following Chargeable Extra

Food Consumable – Yes / No

Non-Food Consumable – Yes / No

Additional Services and Activities – Yes / No

Child's name:

Parent/carer Name:

Signature:

Date:

Office use only

Consumable charge removed

Yes/No

Date of notice

Extra charge end date

Manager who approved

If you are unable to pay these any of these charges please speak to Donna Nevill – Nursery Manager.

We can support you by;

- reduce/changing your booking.
- Families supply their own lunch and tea.
- Where criteria is met, attend funded hours only.

No conditions are put upon parents paying any of these additional charges.