



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 has to 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)



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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)

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 please add		£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

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Holiday Club block booking	50hrs per week	£155
Hourly rate		£6.20
7.30am start please add		£4.00

Additional charges:

Food consumables/ Breakfast (optional)	£0.85
Food consumables/ Lunch (optional)	£2.80
Food consumables/ Tea Seeds/Pips and Shoots (optional)	£2.00
Food consumables/ Tea Buds and Orchard (optional)	£2.30
Non-Food consumables Charge	50p per hour funded hour

Please note – Children who are using an NEO funding code, or have been awarded EYPP, the consumable charge is covered by this cost.

Funding

Government funding is intended to deliver 15 or 30 hours a week of free, high quality, flexible childcare. The 15 or 30 hours must be able to be accessed free of charge to parents. There are not any mandatory charges for parents in relation to the funded hours. Please note - Government funding is not intended to cover the costs of meals, other consumables, additional hours or additional services.

We deliver free entitlements consistently so that all children accessing any of the free 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 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.

Our funded places are free of charge and we only charge families for these voluntary chargeable extras:

- consumables to be used by the child, such as nappies or sun cream
- meals and snacks consumed by the child
- extra optional activities such as events, celebrations, specialist tuition or other activities that are not directly related or necessary for the effective delivery of the Early Years Foundation Stage (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)

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- 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

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 22 hours per week.

Government funding is only used to cover the cost of funded hours, of high-quality flexible childcare only, it is not to cover other costs such as meals, additional hours, services, or consumables.

We cover a range of sessions for families where they can choose to use their funding entitlement.

There is a notice period of 4 weeks should parents wish to make changes to the way they use their funded entitlement.

Emergency Closures (e.g., extreme weather conditions, staff development days, sickness, local or national elections, or damage to the premises) short term closures, parents/carers we will inform you if your child will not receive their full entitlement because funding has been claimed. IMPORTANT: Funding cannot be claimed when a provider is closed for business.

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.

A maximum of a 10-hour day will be used.

Only 2 settings are accessed in 1 day.

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

Additional Sessions

If the nursery has availability, then you are able to book an additional ad-hock session. Please submit your request directly to the office. Please allow 48hrs before booking this extra session. Please note – these additional sessions are non-refundable and non-transferable.

Fees

Invoices are itemized so parents/carers can see clearly. 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.

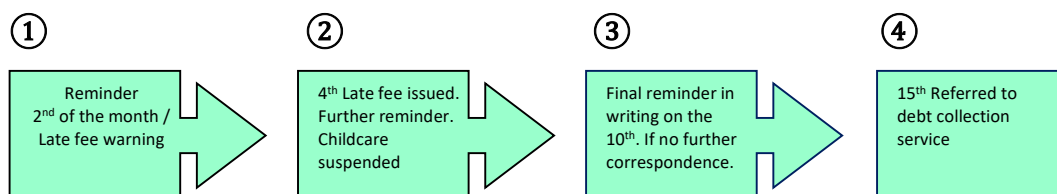
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All fees will be charged unless specific arrangements have been agreed and whilst a childcare contract remains in place. Families wishing to terminate their space must provide 4 weeks written notice to the Nursery Manager. Any funding entitlement claimed 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.



Our Chargeable Extras

Additional hours and services will be charged 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.

Any hours extra that the child attends nursery will be charged for at our usual rates.

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.

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

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Our Consumable Charge

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 charge an optional consumable charge at the rate of 50p per funded hour for those aged 9 months and above. This optional charge covers the costs of services and activities which is broken down in 3 areas; Non-Food, Food and Services/activities.

FAQ * What happens if I opt out?

All children receive childcare that follows the EYFS / Development Matters. The consumable charge covers all the special extras that we as an Early Years Setting are not required to do.

Non-Food consumables:

Item	Opted In (included)	Opted Out	More Info
Nappies/Wipes/Creams	√	X	Parents must provide own
Sun cream	√ Nivea SPF 50+	X	Parents must provide own or £5 yearly sun cream scheme

Food consumables:

Item	Opted In (included)	Opted Out	More Info
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 consumable 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.

Optional Services and activities:

Item	Opted In (included)	Opted Out	More Info
Flexible Funding – Flexible funding allows you to use your entitlement all year round and allows flexibility to use funding any hours we are open in multiple various patterns.	√	X	You will not be entitled to these optional extras.
Events such as; Graduation, Christmas Parties, parents evening, transition evenings. Premium Family Access. Community Trips, walks and visits. Educational Visitors, such as; police, fire etc.. Cooking Activities. £5 swap charge. 1 Week Holiday entitlement (22hr entitlement)	All events are offered at a reduced price.	X	Please note all trips are issued on a separate invoice. Please note - swap charge allows parents to move their the session from one day to another for a £5 swap charge rather than paying for another day. E.g. if your child attended a monday and tuesday but had a hospital appointment on the tuesday so couldn't attend their nursery day, they could ask to move the day to a wed for just £5 swap charge (subject to availability).



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Please note – to opt out of the consumable charge, 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 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 the above charges if I would like my child to partake in any of the additional extras listed above.

In the event that (fruit) 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.

Child's name:

Parent/carer Name:

Signature:

Date:

Office use only

Consumable charge removed

Yes/No

Date of notice

Consumable 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.