

# Leaping Frogs Day Nursery CIC

## Policy and Procedure for the Payment and Collection of Fees

This policy details the fees charged and procedures for payment and collection

**Your child has been registered on an annual contract. Please see below -**

### Annual Contracts

Parents are notified of the required fees prior to the start of each half term using an invoice system. These invoices are due for payment on the first day of each half term. However, you can split the total into equal monthly payments, for example, if the half term covers two months, you are permitted to split it into two equal payments. These payments must be made by the 1st of the month, unless otherwise agreed by management and the outstanding amount must be paid before the end of that half term. Preferred payment is directly into our account, using your child's surname as reference. Our account details are on all invoices. Cash or cheque payments should be returned to the nursery in a sealed envelope, clearly marked with your child's name and the amount. Please give this to the receptionist or post in the letter box in reception.

At Leaping Frogs we are registered to receive DfES Nursery Education Grant funding. Children receive funding from the start of the funding period following their third birthday. Funding periods run from 1st September -31st December, 1st January – 31st March and 1st April -31st August. Parents are free to use their funding at any registered setting. (2yr old funding is available in certain circumstances details are available on request) Children in receipt of **Universal** Nursery Education Grant are entitled to a maximum of 570 free hours per year. Some families, with two working parents are entitled to **Extended** free funding doubling this amount to 1140 free hours per year. Please see [www.gov.uk/sign-in-childcare-account](http://www.gov.uk/sign-in-childcare-account) to see if you are eligible. Any queries regarding funding please visit <http://www.wiltshire.gov.uk/child-care-free-early-education-for-3-and-4-year-olds>

The nursery is open 51 weeks per year. Parents are liable for payment of any hours in excess of your free entitlement funding, these will be chargeable at the current hourly rate. The Nursery is open from 8.00 – 6.00pm, Monday to Friday; lunch is served at 12.30pm, and dinner at 4.30pm.

On acceptance of your place at leaping Frogs your contracted hours will be confirmed. These are shown clearly on your invoice. Extra hours are subject to availability. Fees are calculated at an hourly rate. Meals are chargeable at current prices. Once attendance has been agreed, fees are payable regardless of whether your child is able to attend or not, i.e. sickness, as a place is guaranteed to be held for them. 2 weeks holiday of your normal contracted hours are available free of charge per academic year (1<sup>st</sup> September – 31<sup>st</sup> August), these are only available to children on a 51-week contract. These two weeks can be taken at any time; however, the nursery must be advised by email to [holidaysleapingfrogs@yahoo.com](mailto:holidaysleapingfrogs@yahoo.com) of the dates at least one month in advance. Fees are payable for the remaining 49 weeks, regardless of attendance.

One month's notice is required before withdrawing your child or making changes to their contract. If notice is not given, we reserve the right to charge fees for a maximum of 1 month. This also applies to children in receipt of the Nursery Education Grant. If a child leaves during the year and has taken their full holiday allowance, fees will be adjusted accordingly. Monthly statements will be sent out advising of arrears which must be paid promptly. Persistent non-payment will mean loss of place and any siblings who wish to attend in the future may be refused a place. Fees will be reviewed at the owner's discretion. Complaints regarding this policy should be dealt with via the current complaints procedure.

### **I agree to the terms in this contract-**

Signature of parent \_\_\_\_\_

Signature of parent \_\_\_\_\_

Date \_\_\_\_\_

**Please sign both copies and return to a member of staff in your child's room ASAP in a sealed envelope.**