

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 a termly contract. Please see below -

Termly Contracts

Parents are notified of the required fees prior to the start of each half term using an invoice system. You will be invoiced from the start of term to the end of half term. 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. All outstanding amounts must be paid by the end of the term. Please see our payment policy for details. 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 amount. Please give the envelope to the receptionist or post in the post 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 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>

Parents are liable for payment of any hours in excess of their agreed funding allowance or those falling outside of the funded period; these will be chargeable at the current hourly rate. The Nursery is open 51 weeks of the year, from 8.00 – 6.00pm, Monday to Friday; lunch is served at 12.30pm, and dinner at 4.30pm. You can request extra days during school holiday periods, depending on availability, management will confirm your requests. You will be invoiced for extras separately and cannot use free funding for these hours.

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, holidays during term time, as a place is guaranteed to be held for them. If you take a holiday during term time, unfortunately you will not be able to swap these days or use them during school holiday periods. Please advise the nursery by email to holidaysleapingfrogs@yahoo.com of the dates at least 1 week in advance.

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. 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.