



SQUIRRELS NURSERY LTD PAYMENT POLICY

Our fee tariff is set out below and is payable monthly. All registered and registering parent/carers will be requested to pay their monthly invoices in **ADVANCE**.

The group is a non-profit making organisation and is unsustainable if fees are not paid on time. If payments are not made by the timescales set out in this policy, the group reserves the right to charge a late payment penalty of 10% of the due invoice. Furthermore, if a written reminder for payment has not been answered with the correct payment being made by the timescale set, the group reserves the right to exclude your child from further hours that would increase the debt. If payment is still not forthcoming, then the group reserves the right to employ other agencies in the collection of any due fees. Any fees as a result of this action that are incurred will be included in collection.

Fees are still due even if your child is absent due to illness or doesn't attend for any another reason. If your child has to be absent over a longer period of time, then please speak to your setting manager to discuss payment options. Providing 4 weeks' notice is provided then full-time children are entitled to 2 weeks leave at no cost. Should you require longer than 2 weeks holiday over a year period then a reduced rate of 50% will be required for the extra period in order to hold your child's placement open.

Parent/carers paying fees late will receive a **10% CHARGE** which will be added to your invoice. Please note that fees can no longer be carried forward and **MUST** be paid in full by the due date specified on your invoice. Failure to pay or agree a payment plan, could result in this fee being increased to **20% and your child placement being revoked**.

If you have any concerns or problems with payments, please speak to the setting manager on 02392263270 or office@squirrels-nurseryltd.uk to discuss a payment plan option. All concerns will be dealt with confidentially. Please note that any payment plan arrangements not adhered to will then be passed to a Debt Collecting Agency where you will also incur their fees.

Squirrels Nursery LTD charge hourly, even if your child only attends for part of an hour, you will still be charged for the full hour as we have had to employ and ratio staff members in accordingly.

HOURLY RATE:

Under 2s - £9

2yrs- 5yr- £8

After School Club/Holiday Club/Year R+ - £7

Charges will also be incurred for early drop off/late collection charge without prior agreement. This charge is set as £10 for the first 10 minutes then £1.00 per minute thereafter.

FUNDING

Your child could be eligible for 2 year funding if specific criteria. You will receive 15 hours per week for 38 weeks of the year or 11 hours per week for 50 weeks of the year. Please speak to a member of staff for more information.

Your child will be eligible to receive funding from the term after their third birthday. You will receive a maximum of (15 hours) per week for 38 weeks of the year or 11 hours per week for 50 weeks of the year. The setting will apply for the funding on your behalf, you just need to complete and sign the funding form they provide to ensure the correct amount is applied for. This funding is paid by the Early Education and Childcare Unit.

TWO-YEAR-OLD FUNDING

Free Early Years Education (EYE) funding for eligible 2-year-olds of 15 hours. This is a scheme that allows eligible children to receive free early education from the funding period after their second birthday. This is part of a national offer from the Department for Education (DfE) and has been developed to improve outcomes for identified two-year-olds who would benefit from access to high quality early years and childcare provision.

30 HOUR FUNDING

From September 2017, you may be able to get up to 30 hours free childcare (1,140 hours per year, which you can choose how you take). If you're eligible for the extra hours, you sign up online to get a code to give to your childcare provider to reserve your place. You'll get the extra hours once the next term starts.

You can usually get 30 hours free childcare if you (and your partner, if you have one) are:

- in work - or getting parental leave, sick leave or annual leave
- each earning at least the [National Minimum Wage or Living Wage](#) for 16 hours a week - this is £120 if you're over 25

This earnings limit doesn't apply if you're self-employed and started your business less than 12 months ago.

Please refer to the Childcare Choices website to check eligibility for funding.
www.childcarechoices.gov.uk

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Signed: D.Caliskan

Job title: Director

To be reviewed annually

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