



LITTLE ROOS DAY NURSERY

FEE POLICY

Little Roos Fee Policy

Little Roos understands that the cost of registered childcare may seem expensive to a parent/carer. However, providing a high quality, safe and stimulating service for children requires considerable funding to ensure the continued high standards and sustainability of the Nursery, it must ask that parents/carers respect its policy in respect of fees.

- The level of fees will be reviewed annually, every January, in the light of the Nursery's financial position, its future strategic plans and any other broader economic or social considerations deemed relevant.
- All child care is charged on a full day or morning/afternoon/ session basis. A whole day is made up of two sessions and is 10 hours from 8am to 6pm; the morning half day session is from 8am to 1pm and the afternoon half day session from 1pm to 6pm.
- Little Roo's recommends a "minimum session" policy that supports your child settling into the nursery initially, provides social experience and consistency for the child. The minimum number of sessions we ask that are attended is 2 full days per week or three half days (subject to availability) sessions per week.
- All fees are payable 51 weeks of the year including bank holidays, family holidays and sickness. The Nursery closes for a week at Christmas and there are currently no charges made during this period.
- In exceptional circumstances, if a 'critical incident' triggers the closure of the nursery, i.e. severe weather, health pandemic or acts of terrorism, DR Arora Enterprises Ltd will not be held responsible and the fees will still be due during the nursery closure.
- **Payment of fees should be made monthly in advance, payable three days prior to 1st of the month to which they relate.** This should result in payments being cleared and received by the bank by the 1st of each month.
- Payment is preferred by direct debit called Fee Planner, otherwise by standing order or with prior agreement cheque. D R Arora Enterprises Ltd bank details are on each invoice. The Fee Planner mandate form is available from the office. The form is sent to the Fee Planner Company and this can take up to 2 months to process. You will be notified by email when the DD is setup.
- The Nursery also accepts Childcare Vouchers from a broad range of providers. Some may take up to 3 days to appear in the Nursery bank account, please check with your provider to ensure that these have cleared by the 1st of the month for the invoiced month.

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- Where two or more children attend Nursery, a 10% discount will be applied to the fees of the elder child/ren. If the older child is in receipt of Early Years Funding, the discount is applied to the non-funded hours/sessions, which exclude meals.
- Parents/carers wishing to negotiate any other alteration to the standard fees policy should arrange a meeting with the Nursery Business Manager – Kiran Pandya at the earliest possible opportunity.
- If the fees are not paid on time, the Nursery may notify the parent/carer in writing and request payment at the earliest possible opportunity. The Nursery reserves the right to refuse requests made for extra hours / sessions or days until outstanding fees have been settled in full.
- The Nursery has the right to issue a formal warning to the parent/carer and inform them that continued late payment will result in late fees being introduced. A minimum charge of £20 per occasion will be applied if parents have exceeded the payment date by 13 days, i.e. the 14th of the month. After this time, the Nursery reserves the right to charge daily interest on late fees at the rate of 2% over the Bank of England base rate. Children may also be excluded from the nursery if fees remain outstanding more than 14 days beyond their due date and the registration terminated. Outstanding fees will still be payable and legal action taken where deemed necessary in order to recuperate any fees due to the nursery.
- Parents/carers are encouraged to speak to the Head of Nursery or Nursery Business Manager if they have any query about the fees policy, or if, for any reason, they are likely to have difficulty in making a payment on time. Parents/carers are strongly advised to arrange a meeting at the earliest possible opportunity, to avoid the late charges and jeopardising their child's place at the Nursery.
- The Nursery requires one months notice in writing should a Nursery place or session no longer be required. All fees are payable during this period or may be paid in lieu. Once the Nursery Place or session is confirmed as cancelled, it will be offered to the next person on the waiting list.
- The Nursery requires one months notice in writing should a regular or extra booked session no longer be required. All fees are payable during this period or may be paid in lieu.
- In the event that a cheque is returned unpaid, a standard £20.00 charge will be added to the next invoice to cover bank charges and administration costs incurred by the Nursery.

Early Drop offs or Late collections

Parents must inform the Nursery if they need to drop their children off early or collect them later than agreed in order to ensure that staff ratios are maintained.

- Parents/carers have access to the building between the hours of 8.00am and 6.00pm via the main entrance with the video system.

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- Should a parent be delayed and arrive after 6.00pm, they will be charged late fees £7.50 per 15 minute increments to cover the additional staffing costs on an overtime rate.
- An additional early drop off/late collection fee will be charged if children arrive prior to or are collected after the agreed times at the rate of Extra hours will be charged at the hourly rate of £9.
- Additional charges may be waived as long as the Nursery is given prior notification.
- Where parents are persistently early or late, child care requirements will be discussed and times amended accordingly.

Early Years Funding Scheme

Stretched Sessional model Offer

- Children become eligible for EY Funding the term after their third birthday.
- We are able to offer 2 year old funding. You need to apply for 2 year old funding by contacting Bucks County Council Family Service. Please contact us after you in receipt of your successful application.
- As part of the Early Years Funding Scheme, each setting has to determine 'their offer' of free childcare that has to be communicated to all parents/carers. As a day nursery, Little Roo's offers a free entitlement of 570 hours over 51 weeks.
- Please note, in order to make use of all your government funded hours, for 11 funded hours we request that you attend a minimum of 3 (half day) sessions a week or 2 full days; for 22 funded hours we request that you attend a minimum of 6 sessions a week or 3 full days.
- Parents/carers may only use a maximum of two providers
- Free funded hours will be credited and clearly shown on monthly invoices as hours
- As per the Bucks CC Stretched FFE Model, from Spring 2016, 11/12 FFE hours will be on offer a week and from Autumn 2017 an additional 11 FFE hours (making Please see the table below 22/23 hours) will be available, but only to parents who apply and meet government criteria.
- Please see Bucks County Council Family Information website for information on the Bucks County term dates.
- There are 3 Universal offer residual funded hours or 6 Extended offer residual funded hours to use each term to those that are eligible and is dependent on the regular booking pattern also. This

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makes the total 12 funded hours on the Universal Offer for 3 weeks and 23 funded hours on the Extended Offer for 6 weeks a term.

- Based on the outcome of our regular parents consultations, please see the two available 'patterns' below to clarify how the FFE hours can be spread over the week. Pattern 1 refers to half day attendance and Pattern 2 for full day attendance.

Funding Booking Patterns for the Universal Offer of 11 funded hours a week stretched

Example Pattern 1 for half day attendance: 4 hours, 4 hours, and 3 hours, spread over 3 morning sessions.

	AM -Hours 1	AM -Hours 2	AM-Hours 3	AM -Hours 4	AM -Hours 5	PM -Hours 6
Day 1	Free Funding	Free Funding	Free Funding	Free Funding	Occasional Hours	Occasional Hours
Day 2	Free Funding	Free Funding	Free Funding	Free Funding	Occasional Hours	Occasional Hours
Day 3	Free Funding	Free Funding	Free Funding	Occasional Hours	Occasional Hours	Occasional Hours

Pattern 2: 11 hours, spread over 2 full day sessions in a pattern of 8, 3 hours.

	AM - Hours 1	AM - Hours 2	AM-Hours 3	AM - Hours 4	AM - Hours 5	PM -Hours 6	PM -Hours 7	PM-Hours 8	PM - Hours 9	PM - Hours 10
Day 1	Funded	Funded	Funded	Funded	Funded	Funded	Funded	Funded	Occasional Hours	Occasional Hours
Day 2	Funded	Funded	Funded	Occasional Hours	Occasional Hours	PM Non-Funded Session Charge (full day-half day rate)				

- Parents may request extra hours, earlier starts and later collection times but must be requested in writing and agreed with nursery management at least 24 hours in advance. FFE Occasional and extra hours will be charged at the hourly rate of £9 for all 2, 3 and 4 year old.

- EEF only covers childcare, snacks, and all drinks including milk but not the additional costs such as meals. Meal times are breakfast (8am-9am), lunch (11.15-11.45) and tea (16:00-16:45). Morning sessions must include both breakfast and lunch and Afternoon sessions includes tea. The cost for our in house cooked lunch per meal is £3.50, tea is £2.50 and breakfast is charged at £1.50. We will make the assumption that you wish for the Nursery to supply all sessional funding offer meals unless we are informed to the contrary in writing giving one month's written notice to cancel all meals.

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New Government Extended Offer of 22 funded hours stretched over 51 weeks

The new offer of 22/23 funded hours stretched (and Tax Free Childcare) was introduced from Autumn Term 2017. It is the parent's responsibility to check eligibility and apply for the extra 11 funded hours:-

1. Parents must access the government website:- <https://www.childcarechoices.gov.uk/>

This Childcare Choices website allows you to:-

- check your eligibility for each of the childcare schemes
- find out more about each scheme
- sign up for a scheme or register for email alerts (if not available yet)
- find out what you need to do next

If you face any technical difficulties when filling out the online form, you can call the Customer Interaction Centre for assistance on 0300 123 4097

2. Once you have visited the Childcare Choices website (see Step 1 above) and you have received your email confirming you can sign up, you will need to go onto the GOV.UK website to complete your application.
3. After your application has been processed, it will be reviewed by the government, HMRC.
4. If you qualify, you will receive an 11-digit code, which you should then email to the nursery with your National Insurance number to allow us to validate your code further with Bucks CC.
5. A new Extended Offer Parent Declaration Funding form will need to be completed also and returned asap to the office with proof of your child's date of birth (birth certificate or passport please).
6. When the final validation has been completed we are then able to book in your funded sessions in time for your new term, funded start date.

Reconfirming your Extended Offer eligibility

If you have applied and/or claimed up to 30/22 hours of free childcare, you must reconfirm your eligibility. You must do this even if your child hasn't started their 30 hours place. You must do this 3 months from the date you applied to receive their extra hours. You must do this every 3 months.

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Funding Booking Patterns for the Extended Offer in Little Roos

Below is an example booking pattern 3 for 22 funded hours stretched over half days and one full day attendance: 4, 4, 3, 4, 7 funded hours, spread over 4 morning sessions and one full day.

	AM – Hour 1	AM - Hour 2	AM- Hour 3	AM - Hour 4	AM - Hour 5	PM - Hour 6	PM - Hour 7	PM- Hour 8	PM – Hour 9	PM - Hour 10
Day 1	Free Fundi ng	Free Fundi ng	Free Fundi ng	Free Fundi ng	Occasional Hours					
Day 2	Free Fundi ng	Free Fundi ng	Free Fundi ng	Free Fundi ng	Occasional Hours					
Day 3	Free Fundi ng	Free Fundi ng	Free Fundi ng	Occasional Hours	Occasional Hours					
Day 4	Free Fundi ng	Free Fundi ng	Free Fundi ng	Free Fundi ng	Occasional Hours					
Day 5	Free Fundi ng	Free Fundi ng	Free Fundi ng	Free Fundi ng	Free Fundi ng	Free Fun ding	Free Fundi ng	Occasion al Hours	Occasional Hours	Occasional Hours

Pattern 4: 22 funded hours, spread over 3 full day sessions in a pattern of 8, 7, 7 hours.

	AM – Hour 1	AM - Hour 2	AM- Hour 3	AM - Hour 4	AM - Hour 5	PM - Hour 6	PM - Hour 7	PM- Hour 8	PM – Hour 9	PM - Hour 10
Day 1	Free Fundi ng	Free Fundi ng	Free Fundi ng	Free Fundi ng	Free Fundi ng	Free Fun ding	Free Fu nding	Free Fundin g	Occasional Hours	Occasional Hours
Day 2	Free Fundi ng	Free Fundi ng	Free Fundi ng	Free Fundi ng	Free Fundi ng	Free Fun ding	Free Fu nding	Occasional Hours	Occasional Hours	Occasional Hours
Day 3	Free Fundi ng	Free Fundi ng	Free Fundi ng	Free Fundi ng	Free Fundi ng	Free Fun ding	Free Fu nding	Occasional Hours	Occasional Hours	Occasional Hours

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Stand-alone model offer

- As per the Bucks County Council FFE guidelines, we are able to offer 2 year (by prior application to Bucks CC) and all 3 year olds (the term after they turn 3) the 'Stand Alone' funding offer where only the free funded hours are taken per week.

- Please see below the Stand Alone Free Entitlement Sessions available per term:-

Based on 11 funded hours a week available, subject to availability and our admissions policy, we will be able to offer: -

Monday to Friday

On Day 1 & 2: 13:00 to 17:00 (4 hours PM)

On Day 3: 13:00 to 16:00 (3 hours PM)

Based on 22 funded hours a week available, subject to availability and our admissions policy, we will be able to offer: -

Monday to Friday

On 3 days a week: 13:00 to 18:00 (5 hours PM)

On 2 days a week: 13:00 to 16:30 (3.5 hours PM)

- EEF only covers childcare, snacks, and all drinks including milk but not the additional costs such as meals. Meal times are breakfast (8am-9am), lunch (11.15-11.45) and tea (16:00-16:45). Morning sessions must include both breakfast and lunch and Afternoon sessions include tea. The cost per meal for our in house cooked lunch is £3.50, tea is £2.50 and breakfast is £1.50.

- We will make the assumption that you wish for the Nursery to supply all funded session meals unless we are informed to the contrary in writing giving one month's written notice of the intention to cancel all meals.

- You are not required to pay the non-refundable registration fee which is currently £50 or the refundable deposit, currently £200 (was £100 for all start dates prior to 2018), when you opt for the Stand Alone offer. If you require any services not included by the government funding then we will ask you to pay the £200 refundable deposit.

- You cannot switch between the 'Stand-alone' offer and 'Sessional' offer or stretched and term-term offer (if applicable) mid academic year.

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- As above, parents may request extra hours, earlier starts and later collection times but must be requested in writing and agreed with nursery management at least 24 hours in advance. Extra hours will be charged at the hourly rate of £9 as per our current price List.

Date Updated: January 2019

Next Date of Review: July 2019

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