

Fees Policy

1. This policy was reviewed and approved by the Directors of LA Childcare on 17/03/2025, *however may be subject to change, due to government legislation*
2. This policy covers the period 01/09/2025 to 31/08/2026
3. The start and end times for each session, and rates charged per hour are shown in the table below.

Charges for *all* children:

- *Not* in receipt of the free entitlement of the 2 year old Nursery Education Grant
- *Not* entitled to Working Families Entitlement
- Children who attend additional hours to the Universal 15 hour Nursery Educational Grant funding, and are *not* entitled to 30 hour funding

Session	Cost per hour	Total
9.00am - 12.00pm	£7.00	£21.00
12.00pm - 3.00pm	£7.00	£21.00
9.00am - 3.00pm	£7.00	£42.00

You will receive this invoice via email.

Enrichment Charge

The enrichment charge is £1.00 per 3 hour session.

E.g. If your child attends 4 mornings a week you will receive a separate invoice for £4.00 per week x the number of weeks in the term.

You will receive this invoice termly, directly from your Pre-School Manager.

The following children are exempt from this charge, and will not receive an invoice:

- *Children in receipt of the 2-year-old Nursery Education Grant*
- *Children who are in receipt of Early Years Pupil Premium*

**The enrichment charge is discretionary, however without your support, we will be unable to offer access to our online journal along with the additional enrichment activities that form part of our excellent provision. Please refer to our Administration and Enrichment policy, available on request.*



All fees are payable by the dates on the email or invoice. If you are having difficulty paying, please speak to your Pre-school Manager, and then put it in writing via email before the second week of the term.

Late Payments

An email requesting payment of outstanding fees will be sent to you 7 days after the fees were originally due, and 5% will be added to your bill along with a £30.00 administration fee

Should the fees remain unpaid:

A 2nd email requesting payment of the outstanding fees will be sent to you 7 days after the first letter and a further 10% will be added to your invoice along with an additional £35.00 administration charge.

Should your fees remain unpaid 7 days after the 2nd email, this will result in your child losing their place at the pre-school, and you will be charged the 6 weeks notice payment, in addition to the outstanding pre-school fees with a further £35.00 administration charge.

Emergency Closure Policy

An emergency is an event that threatens to disrupt the normal running of the pre-school. This includes fire, burglary, accidents, infectious diseases, flooding, and adverse weather. This list however, is not exhaustive. Emergencies may happen inside the pre-school or outside of it, during session times or outside opening hours. We aim to cope with an emergency with forward planning where possible in order not to disrupt the day to day running of the session. Where disruption is unavoidable all involved in the pre-school will be kept informed via Tapestry, Text, Facebook, our Website, and notices on entrances.

In the event of a closure after the session has started parents will be informed by telephone that they are required to collect their child as soon as possible.

If we are forced to close because of an emergency, we regret that full fees will have to be paid and refunds will not be given. After five days of closure this will be reviewed. This does not imply that fees will be refunded for closures longer than a week.

The parents/guardians shall accept all terms and conditions of our fees policy, via the registration form. The pre-school reserves the right to seek to recover from the parents/guardians all outstanding fees, costs and expenses including legal costs incurred in the collection of any overdue amounts especially when assigned to the pre-school contracted debt collector. This agreement shall be binding upon both parties their successors and assignees.

Tina Corney

Director - LA Childcare

Helen Taylor

Director - LA Childcare