Fees Policy

1. This policy was reviewed and approved by the Directors of LA childcare on the 01/09/2020
2. This policy covers the period 01/09/2020 to 31/08/2021
3. The start and end times and charges for each session and the rates charged per hour are shown in the table below.

For Children 2-3 years old and not able to claim the Free Entitlement funding

9.00 am-12.00 pm = £16.50 per session = £5.50 per hour

12.00 pm – 3.00 pm = £16.50 per session =£5.50 per hour

9.00 am – 3.00 pm = £33.00 per session = £5.50 per hour

For Children 3 years and over who are eligible for the Free Entitlement funding and attending over the maximum of 15 hours per week for 38 weeks of the year

9.00 am- 12.00pm = £15.00 per session = £5.00 per hour

12.00 am – 3.00pm = £15.00 per session = £5.00 per hour

9.00 am – 3.00pm = £30.00 per session = £5.00 per hour

All fees are payable by the end of the second week of each term. If you have a problem with paying please speak and then put in writing to your Pre-School Manager before the second week of the term.

Should fees remain unpaid by the end of the second week of each term the following action will be taken.

A letter 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 letter 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 with a £30.00 administration charge.

Should your fees still remain unpaid 7 days after the 2nd letter this will result in your child’s loss of place at the pre-school and you will be charged the 6 weeks notices payment in addition to the pre-school fees with a £30.00 administration charge.

The parents/guardians shall accept the terms and conditions of our business as set out as part of this agreement .The pre-school reserves the right to seek to recover from the parents/guardians all 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.

Emergency Closure Policy

An emergency is an event with threatens to disrupt the normal running of the pre-school. This includes fire, burglary, accidents, infectious diseases, flooding and adverse weather. This list is not exhaustive. Emergencies may happen inside the pre-school or outside of it, during session times or outside 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 by text, face book, website, and notices on doors.

In the event of a closure after the session has stated 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 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.