



At Little Sprouts, we take the protection and safety of the children that attend our setting very seriously. Whilst children are in our care it is every staff members responsibility to provide a safe and secure environment for them to explore and develop to their full potential

Charging and Admissions policy

Opening Time at Little Sprouts Nursery:

Monday 7:30am - 5:30pm

Tuesday 7:30am - 5:30pm

Wednesday 7:30am - 5:30pm

Thursday 7:30am - 5:30pm

Friday 7:30am - 5:30pm

Little Sprouts Nursery is open 51 weeks of the year, we are closed over the Christmas/New Year period and bank holidays.

A child can come to Little Sprouts Nursery on a full time or part time basis, we are able to take children from birth to the term before they leave for school. Children are required to attend for at least 10hrs/2 sessions a week.

We offer placements for school holiday club, this is aimed at primary school aged children.

Waiting List/Deposit:

On requesting a placement at Little Sprouts nursery a booking form is required to be completed. On a placement being offered a £50 non-refundable deposit will be required to secure a place.

£25 of this deposit covers a registration fee and 5hours of setting in sessions. The other £25 will be deducted from the first months invoice.

Payments

Payments for childcare will be due monthly, in advance prior to a child commencing there position with us (arrangements can be made for weekly payments, however in advance payment will still be required - please talk to a staff member). An invoice will be issued one week prior to the due date, this must be settled in full by the first of each month, to continue your child's place at Little Sprouts nursery. If requested that childcare is paid for weekly in advance, a monthly invoice will still be issued.

Little Sprouts Nursery's non-negotiable fees, these will be confirmed on signing of contract.

Hourly Fee: Under 2's - £5.70 an hour

2years to 3years - £5.50 an hour

3years and over - £5.30 an hour

Fees are subject to change with at least one months notice.

Childcare vouchers accepted as payment, along with standing order, cash and tax free childcare - more details can be found <https://childcare-support.tax.service.gov.uk/>

On Admission:

On admission to Little Sprouts nursery every parent/carer will receive an admissions policy in their welcome pack.

At Little Sprouts we do not discriminate against anyone, regards to disability, race, special needs or religious beliefs. We do our utmost to help and accommodate any children with additional needs and their learning and development (see SEND policy). Please discuss any additional needs or concerns you may have with a member of staff, e.g. Dietary requirements/special needs.

We understand at Little Sprouts Nursery that things do not always run smoothly fitting into the ideal 9am - 5pm day, even though we would like them too. We try our very best to be flexible and accommodating where we can do safely, following guidelines and regulations set to us by OFSTED. Please discuss any childcare arrangements needed when initially visiting the setting.

As part of our registration process parent/carers will be require to promote documentation to evidence their child's date of birth. This is to confirm they have reached the eligible age for the free funded entitlement. A copy will not be retained but maybe requested again at a later date. This will be recorded that this evidence has been seen by a senior member of staff in the child's individual file.

We encourage children to attend with their parent/carer on their initial viewing visit to Little Sprouts Nursery and also when signing the contract and paper work.

After this we encourage short visits where the child stays and plays, on their own with the support of their key person (see Key Person Policy), building the length of these sessions, at a rate to the individual needs of the child until the planned contracted hours have been reached.

Full contracted hours will be charged after two weeks, irrespective of the number of hours attended at this point.

Termination of contract:

On termination of contract with Little Sprouts a clear full calendar month notice is required. E.g. if you give notice on the 7th of a month, you would then need to pay for the rest of that month and then following month also.

When a child only attends funding hours a clear calendar month notice is still required and funding will be claimed for this period.

Parent Liaison:

We encourage parent/carers to participate in Little Sprouts Nursery social events and contribute to their child's learning.

We hold informal coffee mornings throughout the year.

If your child is absent from nursery we request that you inform us of this with a reason on the same day as the absence. We will contact to see how a child is if they are absent with no acknowledgement from parent/carers and will follow up any frequent absences.

Parent/carers are asked to share information about accidents/injuries that have occurred at home are requested to complete an Existing Injuries Form. Please refer to our Inclusion and Equality Policy concerning the SEND support we offer to children and how we support families to chose the right setting for their child with SEND.

Funded hours

Little Sprouts Nursery is able to offer the Early Education funding entitlement for 2year funded places and 3/4year funded places.

- * If your child is entitled to the two year funding you will receive a letter in the post, which inclosed will be a code, which will need to be provided to us for us to claim your child's funded hours, without this code we will not be able to claim any hours.
- * All children, the term after they are three, will be entitled to 15 funded hours, until the term they go to school. A funding form will need to be completed by parent/carers for this claim to commence. Proof of date of birth is required to claim funded hours.
- * The government offer a scheme of 30extended hours funding to eligible families. To find out if you are eligible go to <https://www.childcarechoices.gov.uk/> website and follow links and steps or for more information visit www.norfolk.gov.uk/30hours. If you are entitled to the extended funded hours you will receive a 11digit code, which needs to provided to us, without this code we will not be able to claim any extended funded hours. Proof of date of birth is require to claim funded hours.
- * At Little Sprouts, where a child's place is offered and they are only accessing the funding hours entitlement, a deposit will be charged to secure the place of £50, this will be return to the parent/carers in full the following month after the child's place has commenced.

At Little Sprouts Nursery we work with parent/carers to ensure that as far as possible the hours/sessions that can be taken as free provision are convenient for working hours, we offer funded hours from the local authority will be offered between 9:00am to 3:00pm. Any childcare hours needed around these hours (e.g between 7:30am - 9:00am and 3:00pm - 5:30pm) will be charged accordingly to the hourly rate for the child's age.

Some rules and restrictions to the funding set by the government:

- * No session can be longer than 10hours.
- * No session is shorter than 2.5hours.
- * Session are not to start before 6:00am or after 8:00pm
- * A maximum of two childcare providers can be used in the same day.
- * All children are entitled to the 15funded hours the term after they turn 3years.
- * The 15 funded hours is still current, if families are not entitled to the extended 30funded hours, they will still be eligible to the 15funded hours, the term after they are three.
- * 15funded hours must be claimed over a minimum of two days.
- * There are 570hours available over one funded year, when claiming the funded 15hours, these are to be taken over no fewer weeks than 30weeks.
- * An example of how funded hours could be taken. 3hours per day over 5days, or 5hour days over 3days.

- * The government funded hours is intended to cover the childcare cost, to deliver 15 or 30 hours a week of high quality, flexible childcare, not to cover cost of meals, consumables, additional hours or services.
- * The stretched offer enables parent/carers to take their funded hours over more weeks of the year, as long as there is capacity for this and following guidelines. Little Sprouts Nursery is open 51 weeks of the year, so that funded hours can be stretched over this time, rather than only over the 38 weeks of a term time year.

From offering these funded hours:

Little Sprouts commits to:

- * Not charging any fees to the parent/carers for the free entitlement, e.g a top up fee to recover income where the settings hourly rate is greater than the rate received from Norfolk County Council.
- * Every parent/carer will receive a written invoice clearly showing the services being charged for and the funded hours they have received from their Early Education place.
- * On the invoice there will be no requests to voluntary contributions.
- * Any extra hours needed (due to parent/carer choice, or hours exceeding available per claim period) will be charged at our normal hourly rate for the child's age. (See previously in this policy). This will be done whether the rate is higher or lower than that received from the Norfolk County Council.
- * Meals are charged at the rate stated in the policy, but you are more than welcome to provide your child with their own food.
- * All children entitled to funded hours will receive the same consistent and quality of care and access to provision, regardless of whether they pay for optional hours, services or consumables.
- * If your child is using funded hours with us, we would need four weeks notice of any changes, e.g holiday, this gives us time to arrange any paperwork needed, resolve issues or confirm changes with the Norfolk County Council. These periods of absence will incur a charge at Little Sprouts rate according to the age of the child.

Additional Funding:

We aim to identify all children that may need any additional funding such as EYPP, DAF, SEND inclusion fund and any locally funding streams with the view to submit a claim/application to support and improve their outcomes.

Reasons for Little Sprouts closure:

- * Bank holidays.
- * Really extreme weather.
- * No electric or water
- * Staff sickness, that relates to under staff ratios.
- * Polling day at the village hall.

On occasions that we need to close Little Sprouts Nursery there will be no charge. All other times, unless contacted by Little Sprouts we will be open and a charge will be in place for agreed contract times.

In the case of late or no payment:

In the case of late payment, parent/carers will be sent a reminder email of the invoice 3 days later, if there is no response from this email a 10% late payment fee of the total invoice will be added for each day that the invoice is outstanding. This will be shown on the invoice as an outstanding payment to clearly show the parent/carers.

In the case of a month passing and the invoice is still outstanding, the child's place will put on hold until all invoices are settled in full. The child will however still be able to attend any funded hour session they are entitled to.

After this process and invoices are still outstanding, debts will be forward to a credit control department for recovery.

Early or late drop offs:

All early or late drop offs will incur an additional charge of £10 for every and up to, 15 minutes out of contracted hours, without prior agreement from a member of staff.

Retainer Fee:

A retainer fee will be charged where a parent/carer wishes to ensure their child's place is secure during a long absence, the child will need to be absent for a minimum of two months from the setting. This will be charged at the discretion of the manager, relating to the individual contracted hours.

Voluntary Contributions:

It is not permissible to request a voluntary contribution to recover income where the settings rate is greater than that received from the local authority.

Additional Charges:

We understand that the cost of living is high, so we have devised what we feel is fair daily charges for meals.

Breakfast - £1.00

Lunch - £3.00

Tea - £2.00

Meal preparation £1:00 (if home cooked foods need cold storage/reheating)

These charges will not be deducted from the childcare funded hours provided from the government, they will be added to the invoice, this will be shown clearly on the invoice.

A daily menu can be found in the entrance to the setting, so you can plan and see what the children are eating daily.

All our meals can be adapted to any dietary requirements, please speak to a member of staff or the cook.

If your child has a dietary requirement and you wish to provide your child's meal and snacks this is fine. Please state clearly what food is for which meal time, if they attend more than one.

All snacks and drinks are included in the hourly childcare rate.

Absences

A half rate fee will be charged if 4 weeks prior notice has been given, for a full week absent of contracted hours. E.g. A child attends Tuesday and Thursday - the child needs to be away from the setting for both of these sessions in one week.

All other absences will incur a FULL FEE charge.

Parent/Carer Name
Parent/Carer Signature
Date

Managers Name
Managers Signature
Date

April 2020
Review April 2021