



Little Angels Pre-School Fee's Policy

Little Angels Pre-School reviews the fees termly to ensure that they cover the base costs and are comparable to the fees of other similar settings. The pre-school will give families a months' notice should any fee increases be necessary during an academic year.

We can only continue to provide a high quality early years environment with your co-operation and we would like to thank you for this in advance.

Payment of fees

Pre-school fees will be invoiced monthly in advance and will be sent to you via email. Fees should be paid on receipt of invoice and your balance must be cleared by the last day of the month (the actual date will be stipulated on the invoice / email).

Fees may be paid by cash or by BACS. The Pre-School Bank details are as follows:

Account Name: Ms R Platt

Sort Code: 23-18-84

Account Number: 63054570

please use your child's full name as payment reference.

Reductions in fees as a result of a change in age will take effect at the beginning of the month following the child's birthday.

If at any time you experience payment difficulties please talk the Owner (Rachel Platt) or Office Manager (Zoe Freeman) who will endeavour to help.

Once a payment has become overdue, an automatic late payment fee of £10.00 will be added to your invoice and an email will be sent to you confirming this. The fee will be applied to your account the next working day following the payment due date. This late payment fee will only be waived in extenuating circumstances and with prior agreement from the Owner (Rachel Platt).

After one week of non-payment, a further late payment fee of £10.00 will be added to the outstanding balance. A second email will be issued and if no contact or payment is made, legal proceedings will be initiated. Failure to pay pre-school fees will result in the termination of your child's place.

If fees are paid consistently late, with no explanation, the pre-school will be forced to terminate the child's place. Under exceptional circumstances, management may agree to allow the child to continue attending the pre-school if an agreed payment plan is put in place.

Fees during absence

If your child is absent from the pre-school due to sickness or holiday, the full fees must be paid for the place to be kept. If the sickness or holiday absence exceeds two consecutive weeks, a half - week fee will be charged for each week starting from the third week of absence.

In unavoidable and exceptional circumstances, such as notifiable infection (including Covid19) or consequential damage following a fire etc, it may be necessary to close the pre-school at short notice. In common with most independent childcare facilities, it is not the pre-school's policy to refund fees in such circumstances.

Late collection charge

If a parent is late to pick up a child from any session, a late collection fee is applicable as follows: £10 after the first 5 minutes of delay and a further £10 for each 15 minutes after that (or part thereof). These charges are at the discretion of the owner and a phone call to explain any delay may avoid some or all of the charge.

Withdrawing your child

Parents must give four weeks' notice in writing before amending or terminating their contract. This may also be done via email to info@littleangelsgroup.co.uk. These four weeks must be paid for in full. If you leave before the notice period ends you will still be liable for the fees during this period. If the appropriate notice is not given, fees for the following month will become immediately chargeable. Failure to pay the fee in these circumstances will result in fines and legal proceedings.

Withdrawal of place

A child's place will be withdrawn if fees are not paid in accordance with this policy document or if a child does not attend the pre-school for two weeks or more without explanation.

Childcare Vouchers

Little Angels Pre-School participates in the Childcare Voucher Scheme, a tax and National Insurance relief scheme offered by government legislation. If your employer participates in this scheme and you wish to pay your fees this way, please contact us.

Date of Review September 2020

Free Early Education Entitlement for 3 and 4 year olds and qualifying 2 year olds

It is Little Angels Pre-School policy to support parents/carers by offering the Free Entitlement flexibly and completely free, without additional or hidden charges (such as for meals or other consumables).

Free Entitlement sessions are offered, up to 15 hours per week (Universal Entitlement) or 30 hours per week (Extended Entitlement) for 38 weeks of the year, in line with the DfE and Local Authority's Codes of Practice and are subject to their terms and conditions.

Any hours that fall outside of the funded entitlement are charged in line with our standard tariffs.

Please note that it is the parent's responsibility to ensure that their application for FEEE funding is made in line with the LEA's requirements. Late, incomplete or invalid applications may result in fees being charged at our normal rates for these sessions.