



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 bank details are as follows:

Account Name: Little Angels Group LTD

Sort Code: 20-08-64

Account Number:50232777

Ref: Childs name

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 to the Owner or Manager.

Once a payment has become overdue, an automatic late payment fee of £10.00 per day will be added to your next invoice and an email will be sent to you confirming this, unless you have previously agreed a different payment date with us.

If fees are paid consistently late, with no explanation, the pre-school will be forced to terminate the child's place and legal action will be taken. 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. 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 10 minutes of delay and a further £10 for each 10 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.

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, 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 and are to be paid and cleared by the last day of the month.

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.

Date of Review - April 2024 Hayley Tizick