



## Newport Little Inspirations Fee Policy

### **Fees**

Every parent or carer is given a copy of contracted hours and fees; this is signed by both the parent and staff. This contract will be updated every time a child's days or fees are changed.

### **Deposit**

We require a deposit of £75 before your child starts with us. This deposit is refundable only when four weeks written notice of leaving is given. When four weeks written notice has been given the deposit will be deducted from your child's final invoice. Deposits will not be refunded if a child's place is cancelled before they start.

### **Invoices**

Invoices are emailed between the 20<sup>th</sup> and 23<sup>rd</sup> of the month and all fees are to be paid by the last day of the month in which the invoices are issued. You will be charged in advance for the month you will be receiving, this will be calculated by the number of days and sessions pre-booked in that month. Additional sessions must be paid for in advance or, at the latest, on the day of the required session. Fees will not be charged on bank holidays or over the Christmas closure. Any reduction in your child's sessions will be charged for unless four weeks written notice is received.

### **Late payment**

In the event of fees not being paid on time ie (after the last day of the month) there will be an initial charge of £25 followed by further charges of £25 for every week that the fees are late. You will receive a letter notifying you of late fees and stating additional charges. After 2 weeks (the term of your deposit) you may receive written notice of the cancellation of your child's place if no payment or arrangement of payment has been made.

### **Methods of payment**

We accept the following forms of payment including; cash, standing order, or card payment.

### **Absence**

Fees are still charged when a child is absent as overheads have to be paid, and it is to ensure that your child's place is secured. No fees are charged when the nursery is closed, this includes bank holidays and one week at Christmas.

Little Inspirations is open for 51 weeks of the year. The nursery is closed on all Bank Holidays, half day Christmas Eve and one week over the Christmas holiday. No fees will be charged for these closures.

### **Reporting Absences or Requesting Extra Sessions**

The nursery would appreciate parents giving as much notice as possible for holidays, as this helps in the planning of rotas and the running of the nursery.

### **All absences and extra days**

The company is aware that sometimes you may need to take extra sessions for short term, wherever possible the nursery will endeavor to help you with your request. Parents need to be aware that if the nursery is full, or due to the age of the child, we may not always be able

to assist. Once an extra session is confirmed it is treated as a booked day and must be paid for in full even if the child is then absent.

If your child is not attending because they are unwell or have appointments, then we ask you to report this to the nursery as soon as possible.

### Opening hours: Monday – Friday 7.30am – 6pm

Sessions	Time	fees
Full day	8am-6 pm	£42.00
Long day	7.30am-6pm	£46.00
Extra hour	Hourly rate	£9.00
Full morning	8am - 1pm	£28.00
Full afternoon	1am - 6pm	£28.00
Holiday scheme for over 5's	8am -6pm	£30.00
Holiday scheme for over 5's	8am – 1pm	£16.00
Holiday scheme for over 5's	1pm – 6pm	£16.00
School pick up with afternoon session		£35.00

#### Discounts Available:

Full Week Discount – 10%

Sibling Discount – 15% for second child

The above discounts are applied at the discretion of the management team and **only one eligible discount** may be claimed at any one time.

We know that numerous parents are eligible to claim support with the cost of their child care from a range of funding/voucher schemes. If you haven't previously reviewed your entitlement to the various schemes available, then here are online links for you to research:

**Working Tax Credits** - <https://www.gov.uk/working-tax-credit>

**Childcare Vouchers** - <https://www.gov.uk/childcare-vouchers-better-off-calculator>

**Lone Parents back to Work** –

<https://www.gov.uk/moving-from-benefits-to-work/help-for-parents-and-carers>

If you have any questions with regards to this pricing structure and what it means to your personal circumstances, please feel free to contact by email

[newport@little-inspirations.co.uk](mailto:newport@little-inspirations.co.uk) or telephone 01633 666418