

BABY ROOM FEES for 0 – 2-year olds

From April 2019

We are open 51 weeks of the year

(only closed Bank Holidays and the Christmas period)

START TIMES		FINISH TIMES		PRICE PER HOUR
Mornings	8am, 8.30am, 9.00am	Mornings		£6.50
Afternoons	1.30pm	Afternoons	1.00pm, 4.30pm, 6.00pm	£6.50

All fees include meals, nappies, sun creams etc. as well as extra curriculum activities. Charges will apply if / when applicable for funding from the age of 2 years olds.

Invoices

All fees are invoiced within the first few days of the calendar month and are to be paid within 14 days of receipt of invoice. Fees can be paid by bank transfer (details on our invoice), cheque (payable to Little Tots Nurseries Ltd), cash (payable only directly at the nursery, please ensure you obtain a receipt, do not post any monies) or through a childcare voucher scheme. Please ensure your child's name is clearly referenced on any payment made to us. You can pay your invoice by Bank transfer (A/C 13821005 sort 20-05-00), Cheque (payable to Little Tots Nurseries Ltd), Cash (Payable only directly at the Nursery, please ensure you are given a receipt, do not post any monies), we also accept payments made through your HMRC Tax free childcare account, or through your company's childcare voucher scheme (let us know which voucher scheme you will be using and we will give you our account number we have with them). Please ensure you always quote your child's name on any payments you make to us.

Deposit / Administration Fee

To accept a nursery place, we will require a non-refundable Administration Fee of £50 and a refundable Deposit of £50 (the £50 Deposit will be refunded when your child leaves Nursery subject to your account being settled and that you have given one month's written notice).

Late Payments

Little Tots Nurseries Ltd reserves the right to charge a late payment fee of £25 plus 8% interest each and every month on any unpaid balances not cleared in full by the end of the calendar month. If the outstanding amount is not settled within a 2 month period then Little Tots Nurseries have the right to instigate small claims proceedings and will terminate the child's registration until the amount is paid in full. Any unpaid or unrepresented cheques will incur a £10 fee.

Absences

Fees are payable during periods of absence from the nursery, including sickness, holidays, closure due to bad weather and unexpected events or maintenance.

Collecting Children Late

Due to insurance purposes **all children must be off site by 6pm**. A late collection fee will be charged for late pick up of your arranged session time. The Nursery will issue parents with a warning letter on the first late pick up. If a further late pick up occurs, then an invoice will be issued with a fine for lateness. Lateness fees will be charged at a rate of £10 for the first 10 minutes and then £10 per 5 minutes thereafter. If your child has not been collected within half an hour from closing time, the Nursery has a duty to inform Social Services who will then take over care of your child. We are not insured to provide care for your child out of the nursery hours. In an emergency it is vital that you alert us to your problem ASAP, so we can make timely arrangements. The fee is to cover the costs of paying two staff to stay on the premises, until the child has been collected and for additional insurance costs.

Sibling Discount

A 10% discount will be given to the 2nd child when two siblings attend at the same time, until either child is entitled to the Early Years Grand Funding.

Any queries regarding invoicing or funding should be directed to the Finance Office – Paul Lewis at Finance@little-tots.co.uk.

All queries regarding children admissions to Lisa – Admin Manager at Lisa@little-tots.co.uk

Fees will be revised annually.