

## Little Frogs Pre-School

### Collection of Fees Policy

Little Frogs Pre School is open Monday to Friday from 8.45am to 3.45pm, term time only. Children are entitled to funding through the Early Years Entitlement of up to 15 hours per week from the term after their 3<sup>rd</sup> birthday or 2<sup>nd</sup> birthday if 2gether funded. Further hours will be charged at the rate of £2.50 per hour (£3.00 after 1<sup>st</sup> September 2015). Fees for children not yet entitled for the funding are charged at £2.50 per hour (£3.00 after 1<sup>st</sup> September 2015).

Children are registered for a number of hours per week with fees being charged on a weekly basis. We ask that you pay in advance for the entire week's fee on the first session of the week that your child attends. You can also pay in advance for each half term or full term, if you wish.

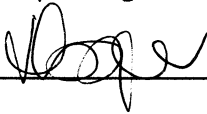
Fees must still be paid if children are absent from Little Frogs Pre School (e.g illness or holiday). This is because Little Frogs is a charity and will still have a requirement to meet the cost of rent, wages and other overheads. If your child has to be absent over a long period of time, please talk to the Play Leaders.

We accept childcare vouchers and we are an approved setting for claiming Child Tax Credits towards your childcare costs. Details are available from [www.hmrc.gov.uk](http://www.hmrc.gov.uk).

Non-payment of fees will be dealt with promptly. Persistent non-payment could mean the loss of un-funded hours for your child.

Fees will be reviewed by the Committee as required; parents will be given a minimum of half a term's notice of any increase.

This Policy and the provision's practices will be reviewed periodically and kept up to date in accordance with any changes in legislation.

Policy Approved By:  Date: 28/4/15

(On Behalf of the Management Committee of Little Frogs Pre-School)