

Little Tanglewood

"Using the EYFS curriculum we aim to provide a broad and balanced learning environment to enable children to develop socially, culturally, emotionally, intellectually, physically, spiritually and morally. We aim to ensure that every member of the school community reaches his/her full potential and is regarded as being of equal worth, irrespective of race, age, gender or ability."

Fees and Refunds Policy

Date Reviewed: Spring 2016

Next review date: Spring 2018



FEES AND REFUNDS

At Little Tanglewood we want to ensure that all parents and carers are treated fairly and equally in respect of monies paid for services received.

We are not permitted to make charges for educational services that fall under the Free Entitlement for Nursery Education.

Little Tanglewood Sessions

Admissions are for up to five 3-hour sessions per week, which can be taken as morning or afternoon sessions or a combination of both.

Parents/carers can choose a variety of different sessions throughout the week, provided the sessions they request are available. These sessions would then be booked for a full term.

The minimum number of sessions a child can attend is two per week.

Please be aware that we **do not** offer full-time places and that children will have to leave the site during lunchtimes as no lunchtime cover is available. Parents/Carers are not charged for Non Pupil days, Bank Holidays or when visiting the school.

Fees

Payments are made in termly blocks.

Parents/carers are invoiced in advance and payment is required before the placement begins.

Payment includes any allocated sessions from which your child maybe absent.

Payment can be made via BAC's Direct Payment (bank transfer), or by cash or cheque at the school office.

We reserve the right to increase the cost of a session and would aim to give you a terms notice before implementing any changes.

Charges for persistent late collection of children

In accordance with our Uncollected Children Policy, the governing body has the right to impose a charge for the additional childcare given as all additional care results in staffing costs/time.

£10 will be charged for persistent late collection. One verbal reminder about collection, followed by a written reminder will then be followed by invoice for payment for late collection. If fines are not paid the school reserves the right to withdraw your child's place

Settling in

So your child can have the best experience with us we will hold 'Come and Play' sessions before they begin their placement. These sessions will not be charged for.

Late and non-payment of fees

If fees are not paid by the date stated on the invoice, a 10% late fee charge will be incurred. If fees are not paid, the school reserves the right to withdraw the place.

If you have any financial difficulties we ask that you see the office staff or Headteacher to discuss ways in which the school can support you.

Notice of Termination

Little Tanglewood fees are charged at a level solely to cover staff salary costs therefore we require that parents/carers provide a minimum of one calendar month's written notice to terminate their child's place.

Two-year old funding

If you think you are eligible for this funding please contact your local children's children centre or visit www.essex.gov.uk for further details.

If your child/children take up a place/s and your funding request is not accepted you are liable for the costs of the sessions they have attended and any future costs.

Childcare Vouchers

If you wish to pay with child care vouchers please speak to a member of staff in the school office.

Refunds are made:

- Where an administrative error has been made.
- If the school is prevented from opening due to unforeseen circumstances for example, flood, snow, fire, mechanical or electrical failure or any other emergency situation. A 50% refund, for a maximum of 3 days, can be made if requested by the parent/carer.
- If the school remains closed in excess of 3 days in term time.

- Some children can find it hard to settle into nursery. If a decision is made, in conjunction with the parent/carer, that after the child has attended for half a term and every effort has been made to settle them, that it is in their best interest to end the placement a refund will be given for the half term not used if a full term has been paid for in advance.
- Where a payment was made using Childcare Vouchers, any refund must be returned to the Childcare Voucher company to comply with the associated tax regulations.

Refunds cannot be made for:

- * Child's sickness
- * Child's settling/ transition time
- * Hospital appointments
- * Holidays taken in term time
- * Child/parent choosing not to come in some days
- * Family days

We understand that this can cause difficulties with some parents, but we still need to pay our staff. If parents do have financial difficulties we ask that they see the office staff or Headteacher to discuss ways in which the school can support them.

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Little Tanglewood Fees & Refunds Policy

I have carefully read the above policy and confirm that I hereby agree to its terms and conditions.

Child's Name.....

Parent/carers name.....

Signed..... Date.....

Please return this slip to the school office before your child commences at Little Tanglewood.