Little Disciples Childcare

Collection of Fees Policy

"Caring for children, supporting parents, and sparking imaginations – where quality, affordability, and excitement meet!"

Document Title:	Collection of Fees Policy
Owner:	Little Disciples Childcare
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Distribution List:	Committee, Management Team, Staff & Parents
Responsible Individual Signature:	
Committee & Trustee approval:	

Version	Date	Changes Made	Author	Approved By	Next Review Date
1.0	September 2023	Initial Release for Provider changes	S. Gocher	A. Stephens	Annually – September 2024
2.0	May 2024	Policy review	S. Gocher	A. Stephens	Annually – May 2025
2.1	January 2025	Minor amendments – Pg numbers and Document Control	S. Gocher	A. Stephens	Annually – May 2025
2.2	May 2025	Amendment to Nursery Plus fee	S. Gocher	A. Stephens	Annually – May 2026
2.3	April 2026	Policy review – Changes to fees	S. Gocher	Committee & Trustees	Annually – May 2027

Policy Statement

At Little Disciples Childcare, we are committed to providing a seamless and cohesive approach to childcare across all our services. This policy and procedure apply equally to both our Nursery Plus provision and our Breakfast, Afterschool, and Holiday Club services. This integrated framework ensures consistent standards of care, safety, and quality across all aspects of our provision, fostering a supportive and nurturing environment for every child in our care.

Collection of Fees Policy

Objective
The purpose of this policy is to:

- Clearly communicate to parents, staff, and committee members the expectations regarding fee payments.
- Ensure prompt payment.
- Minimise bad debt.
- Safeguard the sustainability of the setting.

The Importance of Prompt Payment
At Little Disciples Childcare, we strive to keep fees affordable while maintaining a high-quality provision run by qualified staff. Late payments can significantly impact the sustainability of the setting. If non-payments accumulate, this could lead to serious financial issues that may threaten the future of the setting, including the possibility of closure.

Fees (Effective April 2026)

Service	Fee
Breakfast Club	
Welsh Government Funded Breakfast Club (8:20am)	Funded
Early Breakfast Club (from 7:50am)	£6.00
ADHOC Breakfast Club	£8.00
Afterschool Club	
Late Afterschool Pickup (by 3:45pm)	£6.00
Permanent Afterschool Club (3pm–6pm)	£17.00
ADHOC Afterschool Club (3pm–6pm)	£20.00
ADHOC Late Afterschool Pickup (by 3:45pm)	£8.00
Holiday Club	
Holiday Club Full Day (8am–5:30pm) (Early bird offer)	£42.50
Holiday Club Full Day (8am–5:30pm) (Within 1 Week of the holiday club)	£45.00
Holiday Club Half Day (AM 8am–1pm / PM 1pm–5:30pm)	£25.00
Nursery Plus & Wrap Around Care	
Nursery Plus (11:25am–3pm) (with Welsh Government Childcare offer 17.5 hours towards)	Fully funded
Nursery Plus (11:25am–3pm) (non-eligible for Childcare Offer)	£25.00
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We offer the Welsh Government Childcare Offer, allowing parents to receive up to 17.5 hours of free childcare during term time and up to 30 hours during school holidays (for up to 9 weeks). For more information, contact the Manager at office@littlediscipleschildcare.org or visit Childcare Offer for Wales.

Payment Process
Invoices are provided monthly by the 20th of the preceding month and are available through your iPal account. All fees must be paid by the last day of each month for the upcoming month. For example, fees for October must be paid by the end of September.

If fees are not paid by the due date, the Manager or Little Disciples Management Committee will initiate the **Unpaid Fees Procedure** (outlined below). The setting reserves the right to withhold childcare services until payment is received.

Payment Methods: (Preferred method: Bank Transfer to the following account)

- **Bank Transfer:**
  Account Number: 61580213
  Sort Code: 40-41-29
  Account Name: Little Disciples Childcare
  Bank: HSBC
- **Debit/Credit card payment:** Fees can be paid by card via your iPal account. Please note that if paying by Debit/Credit card through iPal there is a £2.00 card payment fee per transaction.
- **Childcare Offer Funding**: We accept government-funded childcare offers, which can help cover the cost of nursery, afterschool club, and holiday club services.
- **Childcare Vouchers**: If your employer offers childcare vouchers, we are happy to accept these as a form of payment.
- **Tax-Free Childcare Scheme**: We are also registered to accept payments through the government's Tax-Free Childcare Scheme, allowing eligible parents to save up to 20% on childcare costs.
  If you have any questions or require further information on any of these payment options, please feel free to contact Mr. Gocher

Late Payment Procedure

If fees are not received by the due date, the following steps will be taken:

- **Stage 1 (7 Days Late):** The Manager will have a verbal conversation with the parent, emphasising the importance of prompt payment.
- **Stage 2 (14 Days Late):** The Manager will send an initial letter or email with a copy of the unpaid invoice, requesting payment and offering the opportunity to discuss any issues.
- **Stage 3 (21 Days Late):** The Management Committee will send a final warning, stating that if payment is not received within 7 days, the child will no longer be able to attend the setting.
- **Stage 4 (1 Month Late):** The Committee will inform the parent that the debt has been passed to a third-party debt collector, though they may still settle the amount directly with the setting.
- **Stage 5 (6 Weeks Late):** If the debt remains unpaid, the Committee will take legal action, including pursuing the matter in small claims court.

The setting may charge interest on unpaid invoices at the statutory rate (currently 8%).

Additional Sessions
Parents/carers may request additional childcare sessions (adhoc sessions) with 24 hours' notice, subject to availability. If less than 24 hours' notice is provided, parents should call the school to confirm space availability before sending their child. Additional sessions must be paid as soon as possible and no later than one week after the session. Failure to pay on time may result in a late payment charge.

Changes to Fees
Any changes to fees will be communicated to parents at least one month in advance. Fee increases will only be implemented when necessary to cover the setting's operational costs.

Late Collection Fees
Parents/carers must collect their children by 6pm (or 5:30pm for Holiday Club). Late pickups are subject to the following charges:

Late Collection Time	Charge
1–15 minutes late (6:00–6:15pm)	£15.00
16–30 minutes late (6:16–6:30pm)	£30.00

If parents fail to collect their child on time and do not contact the setting, staff will attempt to reach parents using the provided emergency contacts. If parents/carers cannot be reached within 30 minutes, the Manager will contact Social Services for further guidance.

Sickness/Illness
Parents must notify the setting by 9am if their child will not be attending due to illness. In cases of long-term illness or health conditions, fee arrangements will be discussed with parents and reviewed regularly.

Holidays
Fees remain payable during periods when children are taken out of the setting for holidays, as these payments secure your child's place.

Setting Closure
If the setting is forced to close due to adverse weather or other circumstances, parents will be notified as soon as possible. No fees will be charged for sessions missed due to closure, and any refunds will be credited to your iPal wallet for future payments.

Ending the Contract
Parents/carers must give one month's notice if they wish to end their contract. Failure to provide notice will result in the charge for the remaining sessions that would have been used during that period.

If a child is excluded from the setting, parents are responsible for fees up until the date of exclusion. By ensuring clear expectations for fee collection and consequences for late payment, we aim to maintain a positive, transparent relationship with parents and ensure the long-term sustainability of our setting.