

## Contract and payments and fees policy 2023-2024

### **Contracts**

Here at Little Acorns everyone has a contract. This is so everyone feels protected and knows that everything is fair and correct. All contracts are identical apart from dates/times and fees. The contract states that each party has to give the other 28 days notice of changes to things like days/times changes/cancellation of a place or days off for holidays. The contracts must be signed by both parties in advance of the start date. Only then, is a place guaranteed. This can be during the settling in session if there is no time to get this sorted in advance. The contract is a legally binding document and if either party does not adhere to it, they can be held to account and liable to fees associated with it. Please familiarise yourself with it before your child starts here at Little Acorns.

### **Payments**

Please see your invoice for payment dates and how to pay. All fees are due upfront and there are no exceptions to this. All holidays and absences are charged for, as are late fees. I don't charge you if I am ill and need to close or if I am away because of a holiday for example. All holiday dates are given at least 28 days in advance to allow you to plan for back up child care. Some parents prefer to book their holidays at the same time as me to avoid paying for time off.

### **Fees**

I offer a minimum weekly term of 6 hours per child and a maximum term of 45 hours per week. Anything less than 6 hours to be discussed and may not be at the current rate of £6 per hour, given the amount of paperwork that is needed per child.

My Fees are currently set as follows and due to be reviewed in April 2024.

<i>Children aged 0-5 years (not in school)</i>	<i>£6 per hour</i>
<i>Siblings 5-8 years after school/holiday care</i>	<i>£5.50 per hour</i>
<i>Ad-Hoc children 5-8 years after school/holiday care</i>	<i>£7 per hour</i>

## **Funded children**

All additional hours that are not funded will be charged as above.

Funded children : Food - please see my website for my healthy menu!

\*Breakfast (£1.50) 8.30-9.00

\*Snacks £1.00 (mid-morning)

\*Lunch £2.50 (times vary)

\*Mid afternoon snacks £1.00 (times vary)

\*Tea £2.00 (4.00-5.00pm)

\*Daily consumables £1.75 (this includes crafts and activities and messy play equipment such as paper, paints, crafts etc)

\*Trips out £1.50 per day this covers petrol, entrance fees and any additional things that are needed to make the trip go ahead.

FOR EXAMPLE: It is possible in a 6 hour funded session that your child will have one snack, one lunch, a craft activity and a trip out. If you are completely funded and not paying for childcare then the daily rate for these will come to £6.75, which is payable to Little Acorns. Your child care will be completely free unless you need more hours than you are entitled to. All invoices will need to be settled in advance.