



POLICY STATEMENT: Attendance and Payments

DATE WRITTEN: November 2020

DATE FOR REVIEW: November 2021

It is vital that parents let us know when their children will be attending Little Lizards, whether for day care, holiday club, breakfast or after school club to enable us to organise staffing, purchase food for snacks and organise activities.

Please note:

- Little Lizards closes for public bank holidays and inset days for staff training; these are always the same days as the school.
- Nursery fees are reviewed periodically. One months' notice will be given before any changes take place.

Payments- Daycare/Breakfast Club/After-school Club

Invoices will be sent out in the first week of the month. You may receive two invoices - one will be for regular daycare sessions booked in advance for the following month, this invoice needs to be paid by the end of the month it is issued to allow your child to attend Little Lizards the following month. The second invoice will be for extra daycare, breakfast club, after school club and holiday club sessions used in the previous month, and is due to be paid within 14 days of the date of the invoice.

Where payment is not received we will:

1. Write to the parent to remind them that the invoice is overdue
2. If we don't receive payment within seven days of the reminder we will write to the parent and ask for payment in full within seven days.
 - At this stage their child / children will be unable to attend Little Lizards until payment is received in full.
 - If payment is received within seven days no further action will be taken and the child / children may return.
3. A final letter will be sent from the Southerly Point MAT Central Finance Office requesting immediate payment in full. This will need to be paid within **seven** days.
4. If payment is still not received within the allowed seven days legal action will be taken, which could lead to all court costs being met by the parent.

Holiday Club

All holiday club sessions that are booked must be paid for in advance to secure a place. If you are late picking up your child from their booked hours, you will be charged in arrears. This invoice must be paid by the date stated. Where this payment is not received the steps above will be followed.

Cancellations

All sessions booked must be paid for. There are no refunds or part payments for holidays, medical appointments or child's sickness as we still have to pay for staff and overheads.

Breakfast club/Afterschool club: We ask you to give us 24 hours' notice of absences in breakfast and after school club. All other non-attendances will be charged for in full.

Daycare only: If for any reason you have to cancel hours we ask for 1 months' notice in writing.

Holiday Club: There will be no refunds for any reasons and hours cannot be swapped.

Late Pick-ups

Please ensure that all children are picked up from after school club/holiday club by 5.00pm. Anyone picked up after this time will incur a penalty payment of £10, to cover extra staff costs. Children who are not picked up at the end of their booked session will be charged for the following session.

School Lunches (term time only)

A reminder that school lunches must be paid for in advance. Please pay for your children's meals in advance using ParentPay. We would appreciate it if you could pay for at least a week's worth of meals at a time as we are charged a flat fee per transaction, so the smaller the amount you pay at once, the more fees we are charged. **School dinners are currently £2.24.**

Funding

Nursery Education is available from the term following your child's third birthday. In some cases you may be eligible for Free Education the term after your child's second birthday. This entitlement allows parent to access 15 hours funding per a week for 38 weeks of the year. These weeks usually run alongside the term time dates set by the Nursery Funding team. You may also be able to access 30 hours funding if both parents are working. For more information about funding please access the following website www.supportincornwall.org.uk.

We do accept childcare vouchers (Sodexo, Kiddi vouchers etc...) and understand that not all vouchers can be used in advance. We ask you to speak to a member of staff about this.

Attendance

If your child will not be attending on any days we ask parents to phone us to let us know as other children may be able to attend and we need to keep a record for funding purposes. If sessions are missed repeatedly for no reason and we are not informed you may be asked to give up these sessions to accommodate for those who want to attend.

NB. We understand that the financial pressures of family life are not easy, so if any parents are having difficulties in paying their invoices please phone or come in and speak to a member of staff or the head teacher and we will always do our best to help and come to an agreement.