

Fun Track & Holiday Club



The Community Centre, Elphaborough,
Mytholmroyd, Hebden Bridge, West Yorkshire, HX7 5AF
T: 01422 882226 M: 07422 667893
info@LittleVillageLearners.com www.littlevillagelearners.com

Opening Hours 7.30am – 6pm Monday – Friday
Open 51 weeks per year (closed Christmas week) except statutory Bank Holidays
and two Staff Training Days (*notifiable in advance*)

Registered Charity No: 1195394
Ofsted: EY2673476

About us

Formerly known as Mytholmroyd Playgroup & Pre-School, established in 1977, Little Village Learners is a friendly, lively setting situated in the local Community Centre. We offer a safe, stimulating and fun environment for children aged 14 weeks to 11 years old. We are Ofsted approved.



At Little Village Learners and Fun Track we follow the **British Values** which are Democracy, The Rule of Law, Individual Liberty and Mutual Respect and Tolerance of those with different faiths and beliefs and for those without faith. These values help us to create group rules for behaviour.

We know that leaving your child in the trust of another is a very emotional decision. We always endeavour to provide as much help as a parent needs to feel that their child is in safe, nurturing, hands. We know that your child needs to be in a warm, colourful, engaging environment and be surrounded by a nurturing group of qualified staff who are children led, developmentally aware, perceptive and fun. This enables each child to develop their capabilities in stimulating enjoyable and non-pressured way. We want you to feel that when you are not with your child, you have done all you can to know that they are in the best possible place for their future development while you are apart.

Every Child is an Individual who will grow and develop at their own pace. Quality childhood care and education will develop self-esteem, confidence and later learning. We hope your child will be happy during their time with us and leave with the skills necessary to continue to thrive at school.

Meet the staff

All staff at Little Village Learners have been carefully selected, not only for their qualifications and experience but also, for their personality and dedication to the care and wellbeing of each child.

We are staffed with full/part time childcare professionals who are qualified to NVQ level 2 or 3. Some of our long-term members of staff are NVQ level 4, 5, Early Years Education (BA) and Early Years Teacher (EYP). We invest in our staff to help them reach their full potential. All staff are first aid qualified, to ensure health and safety at all times and have undergone a DBS security check.

Our wonderful staff – see their pictures on the website or displayed in the corridor

Penny Daniels	Manager & Safeguarding Officer
Lyndsey Kata	Deputy Manager, Early Years Teacher & SENCO
Pippa Daniels	Pre-School Room Leader and Duty Manager
Claire Hansford	Under 2's Room Leader
Melanie McClement	Senior Nursery Practitioner – Level 3
Stella Dempsey	Nursery Practitioner – Level 3
Holly Leyson-Allan	Nursery Practitioner – Level 3
Sophie Glover	Nursery Practitioner – Level 3
Jenny Carroll	Nursery Practitioner – Level 3
Louise Burton	Nursery Practitioner – Level 3
Jenna Davison	Nursery Practitioner – Level 3
Beth Heald	Nursery Practitioner – Level 2
Emma Kaye	SENCO Assistant
Jojo Scorr	Fun Track Playworker and Early Years Apprentice
Dawn Jennings	Administrator
Dawn Stanton	Nursery Cleaner
Lisa Ashley	Part-time Cook

Staff ratios

Ratios are constantly checked and kept throughout the day to ensure your child receives the most attention and care. We ensure, at all times, that we never fall below the required ratios. There is a contingency plan in place for staff sickness and holidays. Children age 3 – 8 = 1 adult : 8 children. For children over 8 years it is 1 staff member for every 30 children (except for trips out, when the adult ratio is greatly increased).

Admissions

To admit your child to Fun Track, please complete and return the contract in this pack. The contract includes information about your child, the family, medical conditions, etc.

Your child must be registered with us to attend. A one-off registration fee of £25.00 is charged per family to secure a place. This is non-refundable and goes towards Insurance and administrative costs.

We would ask you to adhere to your start and pick up times, ensuring that you do not arrive earlier or later than your agreed session, to ensure we comply with our child/staff ratios.

We actively promote equality of opportunity and anti-discriminatory practice for all children. Our setting is accessible to children from all sections of the local community. We will monitor the gender and ethnic background of children joining us to ensure no accidental discrimination is taking place. The equal opportunity policy will be made widely known.

Opening hours, session times and fees

Open 7.30am – 6pm Monday to Friday. Unlike other private childcare providers, our setting is a charity and not-for-profit organisation which is why we are able to keep our fees affordable and extremely competitive.

<u>Fun Track - Nursery Class – term time</u>		
Breakfast club	7.30am – school drop off	£8.25
School pick up – mini session (no tea)	school collection – 4pm	£6.50
School pick up, plus tea	school collection – 6pm	£15.25
<u>Fun Track - Reception Class to 11 years – term time</u>		
Breakfast club	7.30am – school drop off	£7
School pick up – mini session (no tea)	school collection – 4pm	£5.75
School pick up, plus tea	school collection – 6pm	£11.75
<u>Holiday club (Nursery Class)</u>		
Morning (inc Breakfast)	7.30am – 1pm	£28
Afternoon (inc Tea)	1pm – 6pm	£26.75
Full day (inc Breakfast and Tea)	7.30am – 6pm	£48
School hours	9am – 3.30pm	£32.75
Additional ad hoc hours are charged at £7.50 per hour. There may be additional trip or activity costs that your child may wish to join in.		
<u>Holiday club (Reception Class to 11 years)</u>		
Morning (inc Breakfast)	7.30am – 1pm	£20.75
Afternoon (inc Tea)	1pm – 6pm	£20.75
Full day (inc Breakfast and Tea)	7.30am – 6pm	£32.75
School hours	9am – 3.30pm	£21.25
Additional ad hoc hours are charged at £7.50 per hour. There may be additional trip or activity costs that your child may wish to join in.		
<u>Late Fees</u>		
Late pick up after 6pm	First 15 mins	£4.50
Late pick up after 6pm	Per 15 mins after 6.15pm	£6.50
Late payment of fees	Plus possible place suspension	£44pcm
Otherwise late pick up is charged at £7.50 per hour or the cost of the next session up, whichever is cheaper.		

Fees are payable, in advance and in full – you will receive your first invoice as soon as you start. Invoices are issued via email every 4 weeks (approximately). Please pay by BACS transfer (Account number 60658030, sort code 20-35-84) and/or childcare vouchers, cash, cheque or card payment. ***Please use your child(ren)'s name as a reference against any payment through the bank or via vouchers.***

Inflation of fees will be notified in advance. We accept full or part payment by childcare vouchers and are registered with most companies. Please see the Manager if you wish to partake in this scheme.

Any additional sessions, or fees incurred, will be invoiced in the following month. Payment should be made by BACS transfer within 7 days of receipt of your invoice.

If fees arrive late, we will enforce a charge of £40 per calendar month until the fees are paid in full. If payment is more than 7 days late, we reserve the right to suspend attendance of the child until payment is brought up to date. If you are struggling to pay any arrears, please speak to the Manager, Penny Daniels, to agree a payment plan.

In the event of extreme weather conditions or an outbreak of an illness or disease, the setting may need to close due to keeping the correct staff to child ratios and/or to prevent the spreading of any disease. This is an event out of our control and fees will still be liable if we are forced to close.

Please note that no refunds or alternative sessions will be given for sessions missed due to holidays, sickness, or any other absence since the child's place is kept open.

Inflation of fees will be notified in advance but are usually reviewed annually at the beginning of the financial year.

Additional Sessions

We are unable to 'occasionally swap' sessions around as we are very busy and near full capacity, however you can book additional sessions (subject to availability of space), if you need additional care. Please contact the setting during working hours or use any of our Social Media to contact us with your request. Please do not contact individual staff directly as they will not have access to the diaries outside of working hours or be able to answer your query via their personal phone during working hours.

If parents work a shift pattern, then we do have a flexible shift pattern pre-booking sheet which is bookable monthly in advance – please ask for the form to advise us of your shifts. In this instance, if your child does not need to attend one week (during term-time), then we do charge a retainer to keep the place open for your child.

Late collection

Please give us a courtesy call if you are going to be late collecting your child. Late collection charges after 6pm will be applied to invoices at the rate of £4.00 for the first 15 minutes and £6 per 15 minutes thereafter. Late collection for other sessions ending before 6pm will be charged for the full additional hour(s) regardless of how early or late into that hour you collect.

Notice period

One month's written notice is required should you wish to terminate your child's attendance at the setting. A minimum period of 2 weeks is required to decrease the number of sessions your child attends or to swap around your sessions. You may increase your sessions at any time, depending upon availability. Please note that full fees will continue to be liable during the notice period.

Suspension/Termination

We reserve the right to suspend attendance, with immediate effect, if any fees are not paid, or if a parent or child displays abusive, aggressive, threatening or otherwise inappropriate behaviour. In all other circumstances, should we wish to terminate a setting place for any reason, we will give one month's notice in writing.

Holidays

Fun Track follows Burnley Road Academy term dates (this does not include their Training Days). Fees will still be payable for any holidays or absences taken during the year.

We close for Bank holidays and for the period between Christmas and New Year. These periods are not charged. Our staff training Days (usually 2 per year) will be published in advance and *are chargeable*.

When Burnley Road Academy are having a Training Day, we can usually offer a Holiday Club facility, but your usual session fees are still chargeable, unless you use the Holiday Club facility on that day, then you will be charged for that session instead.

Settling in

It is a good idea to talk with your child at home about starting Fun Track as this helps to prepare them. We suggest that you and your child visit us at least once to meet the Playworkers that will pick up your children from school and look after their care during Fun Track & Holiday Club. All children settle in different ways, with some there is no anxiety at all.

We are fully aware that the setting environment will be a new and different environment from home; however, we aim to make the setting as homely and welcoming as possible. Our knowledgeable and experienced staff will help your child settle and make new friends. If you feel anxious about your child we are more than happy for you to telephone us to see how your child is doing. We give feedback to you after the settling in sessions, detailing how your child has settled into his/her group socially and emotionally. This helps with peace of mind during the settling in period.

Key Person

Older children are encouraged to role model positive actions for the younger children and all children are encouraged to be supportive of each other and demonstrate good sharing and cooperative behaviour and to be really helpful in the tidying up of the setting after activities. Team points are awarded for positive behaviours.

Each Foundation Stage child is assigned a key member of staff when joining the group. This staff member will take responsibility for getting to know your child and help them to settle in. You can speak to your child's key person about any issues you may have or if you have questions regarding your child's well-being.

Learning Journeys

Children in Foundation Stage are observed whilst in the setting to help resource and plan activities that we think that they will enjoy. All children create and maintain their own scrapbook of memories of their time at Fun Track.

What does my child need to bring?

Fun Track – everything that they need to go to school in the morning! Please ensure that they always have a suitable coat for walking to and from school. Snacks, meals and drinks are supplied and there is plenty of activities here to keep them occupied, so they don't need to bring any additional resources.

Holiday Club – when you complete the booking form, you will be advised of any additional items your child may need to bring for certain activities/trips; packed lunch, wellies, backpack, etc. Otherwise, please just ensure your child is not wearing their best clothes/shoes – we like to play outside and sometimes do some messy activities, and that your child has a suitable coat – for the outdoor play. Please also make sure that you have made provisions for their lunch, either by booking a hot lunch or sending a packed lunch.

Please put your child's name in EVERYTHING that could get misplaced or mistaken as another child's, as you would with school items.

If your child is taking any prescription medicine and will need to receive it whilst at our setting, you will need to complete a medication form giving us explicit instructions and permission to give the medicine(s) to your child.

Meal times

Fun Track

Breakfast will be served on arrival until 8.30am (cereals, porridge, toast and milk or water and sometimes fresh juice). A snack and drink is given as soon as they arrive back from school, then tea is served at 4.30pm. A 4-week rolling menu is displayed in the corridor. These meals are included in the cost.

Holiday Club

As above, but snacks are provided during the morning and afternoon sessions. This will normally be milk/water and fruit/breadsticks.

Hot Food - We take great pride and care in the high standard and quality of the food we offer. We have a 4-week rolling menu for Lunch and Tea and use fresh produce. We change our menus to make them seasonal. Lunch costs £2 per day. Alternatively, you may send a packed Lunch. In the event of a child forgetting their packed lunch we can make one, which is also chargeable at £2.

Special diets and vegetarian options can be catered for daily. All children have access to milk and drinking water and our menus are focused around a balanced diet, but also caters for what the children like. A child that eats a well-balanced diet makes a healthy, happy, energetic little person!

Please let us know on your child's contract if they have any allergies or dislikes.

Policies and procedures

Please read carefully through all our policies and procedures. These can be found in the black folder in the office, or a copy can be emailed to you on request. If you would like more details, please do not hesitate to ask a member of staff.

- *Safeguarding* – Little Village Learners & Fun Track aims to work with children, parents and the community to ensure the safety of children in our care and give them the best possible start in life. The majority of staff have attended safeguarding training.
- *Health & Safety* – Little Village Learners & Fun Track will take all reasonable steps to ensure that a healthy and safe environment is provided.
- *Inclusion and equal opportunities* – we value the individuality of all our children and families, irrespective of ethnicity, attainment, age, disability, gender or background. We aim to be an inclusive setting and actively seek to remove any barriers to learning or participation. Within our setting we have a special needs co-ordinator (SENCO) who monitors individual educational plans, assessment and recording and advises and supports the staff in regular room meetings.
- *Behaviour management policy* – we believe in promoting positive behaviour, we aim to encourage self-discipline, consideration for each other, and for our surroundings and property. We are very much aware of children's individual needs and that any policy must be age appropriate. We recognise that children develop at different rates and that they have varied temperaments. However, children need to acquire basic social skills to enable them to get on with others, particularly in a group situation. Children will be positively motivated through an environment that offers constant praise and encouragement.

Please sign the acknowledgment at the end of this pack to say you have read the policies and procedures and return it with your contract.

Illness

If your child becomes ill please could you inform Little Village Learners as soon as possible and pass on any details regarding contagious illnesses. **Please note fees are still payable if your child is ill.**

The following table is designed to allow you to see at a glance our policy on enforced time needed away from nursery in relation to specific illnesses. This list is not exhaustive; any illnesses not listed are at the discretion of the manager.

Illness	24 hrs	48 hrs	72 hrs	Symptom free	Completely recovered	Manager's discretion
Gastroenteritis					X	
Sickness/Diarrhoea		X		X		
Ear infection						X
Eye infection (see notes)						X
Measles					X	
Mumps					X	
Rubella					X	
Scarlet fever					X	
Whooping cough					X	
Ringworm					X	
Temperature						X
Thrush		X				
Chest infection		X				
Common cold						X
Impetigo					X	
Chicken pox					X	
Meningitis					X	
Scabies					X	
Herpes simplex					X	
Tonsillitis		X				
Slapped Cheek Syndrome					X	
Hand, foot and mouth		X				

If your child has been prescribed antibiotics we require them to have been taking their medication for 24hours before returning to pre-school. This is to ensure that an allergic reaction does not occur. In severe cases of conjunctivitis, we would expect eye drops to have been administered for a minimum of 24 hours to prevent the spread of infection to other children and staff. Staff can administer prescription medicines only if a consent form has been signed by a parent/carer at the beginning of the session.

Bumps and bruises

If your child has sustained any injuries at home, could you please inform a member of staff when you drop your child off. We can then make a note of it to avoid confusion that the injury was sustained at Little Village Learners. Likewise, any minor injuries sustained at Little Village Learners will be recorded and you will be notified at the end of the session.

The Committee and Trustees

Little Village Learners & Fun Track is a committee run organisation which means that it is managed by a group of parents and community members. We are a charity and the committee are the voluntary managers of this charity. The Committee have a constitution, which is a set of rules that are followed, and are member of the Pre-school Learning Alliance (PLA).

What they do? The Management Committee manage the setting and are answerable to Ofsted. The committee are responsible for managing funds, deciding on outings, organising events, fundraising and making decisions about future planning.

Nursery schools do not receive any financial help from the Government or local councils and, as such, largely rely on fundraising events organised by the Committee. These fundraising events provide resources for the children and keep fees low.

Who they are?

Chair: Lisa Thwaites

Secretary: Natalie Kata

Trustees:- Lisa Thwaites, Lyndsey Kata, Sharon Greenwood, Natalie Kata.

Plus, other co-opted members made up of current and former parents.

How often are meetings? Meetings are held, on average, once a half term, plus the AGM. Additional meetings for emergency situations and fundraising events are held when needed.

What happens if no officers volunteer? Without office bearers there cannot be a viable committee and Little Village Learners could be closed following the AGM.

Why have a Committee? Little Village Learners & Fun Track is a charity and, like all other charities, is directed by a board of trustees. By remaining a charity, we can ensure the setting is run for the benefit of the children and fees are kept low.

Who are the trustees and what do they do? Trustees have overall control of a charity and are responsible for making sure it's doing what it was set up to do. Our trustees are Sharron Greenwood, Lisa Thwaites and Lyndsey Kata.

Want to get involved? We are always on the look-out for enthusiastic new members. Anyone with an interest in the setting, such as Parents, Guardians, Grandparents or Local Councillors may join (subject to DBS clearance). Please let a member of staff know if you are interested in joining the committee or call our chairperson, Lisa, on 07506 785996.

Fundraising events include:

- Autumn Photo Fair
- Bags 2 School
- Halloween Disco
- Easter Disco
- Egg and Spoon Races
- Dock Pudding

Liability

We will not accept responsibility for loss or damage of any personal toys or items brought to Little Village Learners. Every reasonable effort will be made by staff to ensure this does not happen.

We accept no responsibility for any loss suffered by parents, arising directly or indirectly, as a result of the nursery being temporarily closed or the non-admittance of your child to the nursery for any reason, this applies to absence due to sickness, holidays and Bank holidays.

We accept no responsibility for children whilst in their parents care on Little Village Learners premises.

General

Parents agree that they shall not at any time, whether throughout the continuance of this agreement or for a period of 3 months after its termination, directly or indirectly (via agencies) employ/entice away an employee with whom they have had contact or dealings with at the setting. If a parent does employ a member of staff, 25% of their salary may be payable to the setting. This excludes private babysitting arrangements, which is permitted.

Complaints

At Little Village Learners & Fun Track we aim to provide an excellent standard of care for the children attending. We welcome any suggestions, at any time, on how we might improve our service.

If you have a complaint or concern relating to any aspect of your child's care, please speak initially to your child's key person about this who will try to resolve the matter. You can request to do this privately if necessary. If this does not produce a satisfactory outcome you may wish to put the concern in writing. This should be addressed to the setting Manager. All correspondence will be kept confidential and only shared with those persons who need to be involved.

If the nature of your complaint relates to concerns about the leadership and management of the setting, please contact our chairperson Lisa Thwaites on 07506 785996 who will take appropriate action.

All complaints/concerns are taken seriously and will be brought to the attention of our committee at a formal meeting. A complaints record will be completed, and a decision will be reached on how to take the matter forward. You will be notified of the outcome and will receive details of this within 21 days.

If you continue to have concerns and an agreement cannot be reached through the methods stated above, you may wish to request a mediation session where a non-biased representative can be sought to attend a meeting. This will be a professional person from The Pre-School Learning Alliance or Family Services. This person will listen to both sides of the dilemma and offer their advice.

If a complaint arises which involves the direct safety and/or welfare of a child using our services, this will be reported to OFSTED immediately by the Little Village Learners Manager. OFSTED registers and inspects childcare for children aged from birth to 17 years and, as a registered childcare provider, we must meet requirements that relate to safety, care and the organisation of the childcare.

If you wish to contact any professional body regarding our setting you can find their contact details below.

Pre-School Learning Alliance
Friends Meeting House
Clare Road
Halifax
HX1 2HX
Tel: 01422 321368

Family Services
Northgate House
Northgate
Halifax
HX1 1UN
Tel: 01422 392510

OFSTED
Piccadilly Gate
Store Street
Manchester
M1 2WD
Tel: 0300 123 1231

Stay in contact

We like to stay in communication with our parents on a very regular basis and we don't want you to miss any of our notifications. Please link to all of our communication media below to stay informed.



Little Village Learners



@RoydPlaygroup



OurSchoolsApp – use our postcode to find us - HX7 5AF



www.LittleVillageLearners.com



LittleVillageLearners2018

Please make sure that we have an up-to-date email address for you – we send our invoices and our Termly Newsletter to you all via email – this helps our costs and is also more environmentally friendly. 😊

Office use only:- Birth Cert QB DB OL Tr Reg Kit File Fee



Little Village Learners & Fun Track - REGISTRATION CONTRACT

Please detach this contract and return to Little Village Learners with the Registration Fee.

Child's full name: _____

Name known as: _____

Date of birth: _____ Current age: _____

Home language: _____ Religion: _____

Home address: _____

Home tel: _____ Email: _____

Named persons who have parental/legal responsibility for your child

1) _____ Relationship to child: _____

Address (if differs from one above):

Home tel: _____ Mobile tel: _____

2. _____ Relationship to child _____

Address (if differs from one above): _____

Home tel: _____ Mobile tel: _____

Who is responsible for paying the fees

Please give details below of the person responsible for paying your child's fees.

Name: _____ Relationship to child: _____

Address: _____

Place of work: _____

Home tel: _____ Work tel: _____

Mobile tel: _____

Email: *(invoices will be emailed)* _____

Collectors Details

Children may only be collected by the people named below [any exceptions must be notified in writing]. These people may also need to be contacted in case of emergency. **Please show at least one parent/carer.**

1st collector: _____ Relationship to child: _____

Address: _____

Place of work: _____

Home tel: _____ Work tel: _____

Mobile tel: _____

2nd collector: _____ Relationship to child: _____

Address: _____

Place of work: _____

Home tel: _____ Work tel: _____

Mobile tel: _____

3rd collector: _____ Relationship to child: _____

Address: _____

Place of work: _____

Home tel: _____ Work tel: _____

Mobile tel: _____

Any details concerning collection or additional information regarding the care of your child:

Sessions Required [please fill in all the boxes that are relevant]

FUN TRACK OUT OF SCHOOL CLUB

	Breakfast Club 7:30am-9:00am	School Pick Up 3:00pm – 4:00pm	After School Club 3:00pm-6:00pm
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

Additional requirements regarding sessions: _____

Required start date: _____

HOLIDAY CLUB ONLY [] Forms to be filled in for each holiday period

Please note: We do not permit session swaps; however, you may book extra ad-hoc sessions subject to availability. If you need to change your child’s weekly sessions for any reason, please speak to the Room Leader or Manager. A period of **2 weeks’** notice is required to **reduce** sessions. **4 weeks’** notice is required for **termination** of your child’s place.

Child’s ethnicity (please tick)

White

- English / Welsh / Scottish / Northern Irish / British
- Irish
- Gypsy or Irish Traveller
- Any other White background, please describe

Mixed / Multiple ethnic groups

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other Mixed / Multiple ethnic background, please describe

Asian / Asian British

- Indian
- Pakistani
- Bangladeshi
- Chinese
- Any other Asian background, please describe

Black / African / Caribbean / Black British

- African
- Caribbean
- Any other Black / African / Caribbean background, please describe

Other ethnic group

- Arab
- Any other ethnic group, please describe
- I’d rather not say

Childs Health Details [Confidential]

Doctor: _____ Tel: _____

Health visitor: _____ Tel: _____

Are your child’s immunisations up to date: Yes [] No []

Please list any medical problems: _____

Please list any food allergies/requirements or dislikes e.g. vegetarian, egg allergy/materials/plasters:

Dental Practice: _____ or Not yet registered

Authorisation:

- I consent to sun cream being applied in hot weather. []
- I consent to my child being taken off the premises on accompanied trips. []
- I consent to the application of plasters. []
- I consent to the administration of calpol (if applicable and provided by parent/carer). []
- I consent to the administration of nappy cream (if applicable and provided by parent/carer). []
- I consent to the administration of my child’s own medication, as prescribed by the doctor. []

I consent to any:

- emergency first aid or medical treatment necessary whilst in the settings care, administered by trained staff; []
- staff member contacting the NHS to discuss my child’s symptoms; []
- staff member in an emergency, calling an ambulance to attend to your child; []
- photographs taken of my child for use within the setting; []
- photographs added to Tapestry (Online Learning Journey) []
- photographs for use within press releases/settings social network page. []

Signed (parent/carer): _____

Print name: _____

Date: _____

Policies and Procedures – Acknowledgement

Child(ren)’s name: _____

I confirm that I have read, understood and accept Little Village Learners & Fun Track’s Welcome Pack and accept the policies and procedures, including the use of your data in line with GDPR regulations.

Signed: _____

Printed: _____ Date: _____

Payment
(Setting Copy)

Fees are payable, in advance and in full, by BACS transfer and/or childcare vouchers.

Any additional sessions, or fees incurred including meals, will be invoiced in the following month. Payment should be made by BACS transfer within 7 days of receipt of your invoice.

Inflation of fees will be notified in advance.

If fees arrive late, we will enforce a charge of £40 per calendar month until the fees are paid in full. If payment is more than 7 days late, we reserve the right to suspend attendance of the child until payment is brought up to date. If you are struggling to pay any arrears, please speak to the setting Manager or Finance Co-ordinator to agree a payment plan. We use a Debt Recovery Agent to recoup unpaid fees.

We accept full or part payment by childcare vouchers and are registered with most companies. Please tick here if you wish to partake in this scheme. []

Registration fees

A one-off registration fee of £25.00 is charged per family to secure a place. This is non-refundable and goes towards Insurance and administrative costs. This charge should be paid by BACS transfer (Account number 60658030, sort code 20-35-84) and returned along with your signed contract. This charge does not apply to funded children.

Please tick how you intend to pay your fees (tick all that apply)

- BACs (standing Order/Direct Debit – details above. Regular payments are preferred).
- Cash (please make regular payments in a labelled sealed envelope or direct to the office).
- My child will access funding.
- Card reader (please call into to the office to make regular payments on a credit or debit card).
- Childcare Vouchers (please name your provider below).

Voucher provider _____

*Please note that when making a payment via the bank or childcare vouchers you **must use your child(ren)'s name** as a reference to identify your payment.*

I understand and accept all of the conditions as outlined in the Welcome Pack

Signed (parent/carer): _____

Print name: _____

Date: _____

Payment

(Parent/Carer Copy – please keep)

Fees are payable, in advance and in full, by BACS transfer and/or childcare vouchers.

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I understand and accept all of the conditions as outlined in the Welcome Pack

Signed (parent/carers): _____

Print name: _____

Date: _____

(Parent/Carer Copy – please keep)

(Parent/Carer Copy – please keep)

Understanding Invoices

Your invoice will be sent (approximately) every 4 weeks via email from our accounting system - QuickBooks. Your invoice will show in your email, and you will get the following image if you click into QuickBooks via the payment button at the bottom of your email – please take time to study the graphic below, as most of our invoicing enquiries are from parents who do not understand the format of the invoice.

Little Village Learners & Fun Track
Community Centre, Caldene Avenue
Mytholmroyd
WY
HX7 5AF
01422 882228
m-p-g@live.co.uk

INVOICE

INVOICE TO
[Redacted]
[Redacted]
[Redacted]
Cragg Vale
HX7 [Redacted]

INVOICE NO. 1620
DATE 17/09/2018
DUE DATE 17/09/2018
TERMS Due on receipt

BILLING PERIOD
3rd - 28th Sept 18

ACTIVITY	QTY	RATE	AMOUNT
Registration Fee:Registration Fee One off Registration Fee for new starters (paid thank you)	1	25.00	25.00
Under 2's:Additional Hour Under 2's - Additional Hour of childcare (visit without a parent)	1	4.70	4.70
Under 2's:AM Half Day Care Under 2's - AM Half Day Care 7.30am - 1pm (2 paid thank you)	3	23.00	69.00
PAYMENT			75.00
BALANCE DUE			£23.70

Please note that you made an overpayment of £2 for the AM sessions, £4 has been carried forward and has been deducted from your bill.

Prompt payment is appreciated thank you.
If you have any issues or concerns regarding this invoice, please contact Penny Daniels.

Payment by Bacs is preferred:-
Barclays - Sort 20-35-94 - Acc No. 60659030
(Please quote your child's name)
We also take cash, cheques and childcare vouchers.

Reg Charity 1036601

Callout Boxes:

- Name of the child(ren), parent and child's address:** Points to the 'INVOICE TO' section.
- The date the invoice was generated – all money you have paid will be inclusive to this date:** Points to the 'DATE' field.
- The date range which you have been charged for:** Points to the 'BILLING PERIOD'.
- This date defaults to the date the invoice was made – please make your usual regular payments as arranged:** Points to the 'DUE DATE'.
- These are the sessions that your child(ren) have had, during the above billing period:** Points to the activity table.
- Any advance payments you have made:** Points to the 'PAYMENT' row.
- This is additional information which you must check in case it is advising you of outstanding balances or credit you have in your account or variations to your usual invoice:** Points to the note about the overpayment.
- What you owe at the date shown above (you may have made a payment after that date that will not show on the invoice yet):** Points to the 'BALANCE DUE'.
- Please make regular payments to this account. IMPORTANT to put your child's name as reference:** Points to the payment instructions.

(Parent/Carer Copy – please keep)