

Policy Adopted	March 2015
Policy Reviewed	Refer to table at front of policy file
Approved by	Senior Management Team

FEE POLICY & PROCEDURE

As a non-profitable company fees must be paid promptly to secure your child's place. New attendee's fees must be paid in the first week of starting.

Children who attend on a part-time basis may, at the Manager's discretion, change or increase the number of pre-booked sessions.

Four weeks written notice is required when the child leaves the nursery; two weeks written notice for changes to Out-of-School provision.

We will increase fees annually at the beginning of our financial year in April and these will reflect RPI, staff salary increases and our continued investment in our facilities and resources. It is our aim to be fair and as flexible as possible when structuring our fees. There may be occasions when we need to increase fees lower or higher than inflation and these will be discussed by the Trustees and explained to parents as and when necessary.

Fees may have to be reviewed at other periods during the year depending on unforeseen factors affecting the business.

FEE PROCEDURE

Fees are invoiced in advance for each calendar month; payment is due by the 10th of the month. Payments after this are classed as late.

Deposit

- A £100 deposit is required to secure your child's place - where a child is not due to start within 4 weeks of initial enquiry. The deposit is refundable in the final invoice

Note - For children attending nursery for a small number of sessions, the £100 deposit may be waived, at the Manager's discretion, but in these situations we ask that fees be paid at the start of each week in cash.

Fee rates

- Full fees are payable for weeks in which there are Bank Holidays, with the exception of Christmas, which is charged at half rate
- Holidays must be booked 4 weeks in advance and are charged at half the normal rate
- Half rate retainer is charged for Staff Training Days
- There are no reductions for absence due to illness

Additional fee charges

- If part-time children require additional hours of care e.g. beyond 1 pm for a morning session, an hourly charge will be made. Only one hour per session may be added.
- Extra hours must be booked in advance and are at the Manager's discretion. Payment may be required prior to the attendance of extra hours. *Note – for Nursery/Pre-school sessions: 9-12pm and 1-4pm sessions are set, an occasional extra hour may be allowed but not on a regular basis*.*

- Late collection (after 6pm) will result in a £15 charge per half hour
- A £10 admin fee is charged for all returned cheques.

** Session times are aimed to be as flexible as is financially viable; only one additional hour may be allocated per session.*

Late fee payment(s)

If no payment is received within the specified period the LATE PAYMENT* procedure will apply and an **administration fee of £25 will be charged.**

1. We reserve the right to withdraw your child's place if you break payment agreements; we use a debt collection agency to recover all debts.
2. Once payment agreements have been made for arrears they must be upheld otherwise child's provision will be suspended and legal remedies will be taken to recover the debt.

** LATE PAYMENT PROCEDURE:*

- a. A letter will be issued with an admin fee requesting payment.*
- b. If no payment is received within a further 5 working days, your child's place will be suspended and legal remedies will be taken to recover the debt.*