



Policy Adopted	March 2015
Policy Reviewed	November 2018
Approved by	CEO / Business Manager

FEE POLICY & PROCEDURE

As a non-profitable company, fees must be paid promptly to secure your child's place:

- for new starters – you will receive an invoice, which must be paid in advance of your child starting
- a £100 deposit is required to secure your child's place (Note - *deposits are not required for children where they are fully-funded (i.e. free government funded place) or your child is attending for a small number of sessions.* In exceptional circumstances, the deposit may be waived, at the Leadership team's discretion, only. The deposit is refundable in the final invoice
- 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.

In all situations we ask that fees be paid in advance by bank transfer or 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 Day
- There are no reductions for absence due to illness

Additional fee charges

- If children attending on a part-time basis require additional hours of care 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 Leadership team's discretion. Payment may be required prior to the attendance of extra hours.
- Late collection (after 6pm) will result in a £20 charge per half hour
- A £10 admin fee is charged for all returned cheques.

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 action will be taken to recover the debt.*

We will review fees annually, prior to the beginning of our financial year in April. Any fee increases will reflect RPI, staff salary increases and our continued investment in our facilities and resources. It is our aim to be as fair and as flexible as possible when structuring our fees.

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

FOUR WEEKS WRITTEN NOTICE IS REQUIRED WHEN ANY CHILD LEAVES GROWING PLACES SETTING.