

## **FEE POLICY**

### **Fees**

A deposit of £50.00 is paid on booking a place at the nursery. This is non-refundable.

Fees are payable monthly on 6<sup>th</sup> of every month by DD. Before your child starts with us, you will be invited to register with our Go Cardless Direct Debit scheme. Invoices are issued at the start of every month and are worked out on a yearly basis and divided by 12 months. Meaning you pay the same amount every month. On leaving the setting, the hours a child has attended is calculated along with the total fees paid, this will provide us with a final payment whether this be owed to us or credited back to you.

Fees are to be paid all year round.

There are no reductions for odd days, picking up early, holidays or absence due to sickness.

### **Extra Sessions**

If a child accesses any extra sessions over the course of the month, a separate invoice will be issued at the end of the month and payment will either be taken by DD or the parent will need to make arrangements to pay the additional invoice in the usual way.

### **Non-payment of fees**

If fees are not paid by 6<sup>th</sup> of the month, contact will be made and the outstanding debt will need to be paid in full within 5 working days. If the debt remains unpaid for a further 5 days, a Late Payment Charge of £15 per child will be applied and the child's place will be suspended, and the debt pursued via a debt collection organisation. No exceptions can be made.

### **Funding/Grants**

Where applicable payment for attending nursery will be accepted in the form of funding from the local Education Authority, Nursery Education Grant (NEG) and other funding /grant sources. Any hours taken above the (NEG) will be charged for.

### **Nursery Vouchers**

We accept all recognised childcare vouchers as way of full/part payment of fees. Parents are to enquire with their employer if they offer this benefit

### **Tax Free Childcare**

If you're a working parent, you can open a Tax-Free Childcare account to pay for registered childcare. The government will top-up the money you pay into the account. For every £8 you pay in, the government will add an extra £2. You can receive up to £2,000 **per child** - that's up to £500 every three months. If you have a disabled child, you can receive up to £4,000 per child - that's up to £1,000 every three months.

### **Notice Periods**

In order to terminate a child's place, we need a full month's written notice. All fees are to be paid up until the child's last day of notice.

This policy was reviewed on: 19<sup>th</sup> October 2023

By: Emma Fowles (Operations Manager)