

### Fee payment / Revoking of child care

#### 1. Fees and Charges

- a) All fees are payable by standing order, one month in advance following first invoice.
- b) Any additional sessions, will be invoiced and are payable within 30 days by either BACs transfer, cash or cheque.
- c) Alternative methods of payment may be discussed or agreed to by the principal only.
- d) In the event that a payment has been missed, a letter will be sent to the parents, asking for immediate payment, or a meeting to discuss options.
- e) In the event that parents are having difficulty paying their fees, a meeting can be arranged with the principal and if possible a payment plan can be agreed upon. The nursery will make every effort to assist parents in financial difficulties if appropriate or possible.
- f) In the event that the fees are over 8 weeks in arrears, a letter will be sent informing that the childcare will be revoked at the end of that week, and that an external debt collection agency may be employed if the account is not settled, or a plan agreed to and signed immediately. If this can not be done removal of childcare is non negotiable at this point.
- g) Late pick up fees can be charged at up to £5.00 per 15 minutes at the Principal's discretion.
- h) 5% late payment charge applies to all fees paid after first day of month.
- i) We co-operate fully with Tax Credits, this might include informing them of the level of fees paid or of families who cease to pay their fees.

#### 2. Reduction of Fees

- a) A 10% reduction will be applied to siblings where one sibling is in a paid place (please note NEF and 2 year old funded places are exempt from this policy).
- b) Refunds cannot be given for illness, holidays or appointments except for in extreme circumstances (at the Principal's discretion).

3. NEF and Two Year old funding.

- a) The NEF (Nursery Education Fund) or Two Year old funding entitles the child to 15 hours per week in nursery.
- b) The session times are agreed in advance of the child starting nursery, and the NEF agreement is signed by the parents.
- c) Any time that the child attends outside the agreed hours can be chargeable at the standard hourly rate, and will be charged for every half hour or part thereof. For example if the agreed hours are 9-12, then any time before 9 or after 12 can be charged.

**Notice Period** One calendar month's notice in writing is required for the withdrawal of a child from the nursery/school or fees are payable in lieu of notice.

I have read and understood this policy.