

Fledglings Day Nursery

Fee Paying Policy

Aim of Policy

The aim of this policy is to ensure that we can provide a sustainable childcare setting that all parents/carers can rely on.

All parents/carers have a responsibility to pay all their childcare fees as laid out in this policy. Failure to do so could jeopardise the setting's sustainability and may result in the child being unable to attend.

Fees

- Fees will be reviewed annually, taking into consideration the setting's financial position its' future strategic plans and other broader economic or social considerations deemed relevant and will generally take effect from 1st April each calendar year.
- Changes to fees will be notified to parents/carers at least one month in advance of the change taking place.
- Details of current charges can be found at www.fledglingsdaynurserybristol.com . This information will be updated in line with any fee changes made.

Payment

- Payment of fees must be made in advance of the booked session. Failure to do this may result in the child not being able to attend the session.
- Invoices will be sent out by the last working day of the month of each month/term for the forthcoming month/term. This must be paid in advance of the child attending the setting for that period.
- Payments must be made monthly in advance.
- Parents/carers are encouraged to pay by monthly standing order -bank account details are available on request.
- Cash payments will not normally accepted, but must be handed to the Manager or Deputy Manager only.
- Any additional sessions required must be paid for in advance.

Late Pick Up Charges

Late collection causes significant disruption, increased staff costs and is unsettling for children. It may also affect the adult:child ratios and needs to be avoided except in cases of genuine emergency. Therefore if a parent/ carer is late collecting their child, an additional charge will be made of £2 per minute, with a minimum charge of £5.

Non-Attendance

If a child does not attend a session which has been booked due to e.g. illness, holiday etc, a refund will not be given.

Emergency Closure

The Registered Person will inform parents/carers whether fees will be payable in cases of emergency closure, e.g. weather, infectious diseases, problems with premises via email.

Help With Fees

Every effort will be made to ensure that families are aware of the options available, including:

- Childcare Element of Universal Credit
- Free Early Education Entitlement
- Tax Free Childcare
- Childcare Vouchers – for salary sacrifice schemes, there will be a need to talk to employers.

If parents/carers are unable to pay their fees, they must discuss this as soon as possible with either Meryl Malyckyj or John Malyckyj as it might be possible to set up a payment plan.

If accounts fall into arrears, you will be notified by letter of the need to clear the sum owing by the end of the following calendar month in which this has occurred. Fledglings Day Nursery reserves the right to recover fees via legal action once an initial letter has been issued and the account is not brought up to date within the time agreed between the setting and parents/ carers. Should a payment plan be agreed and then defaulted Fledglings

Day Nursery reserves the right to take immediate legal action to recover the whole sum. This may also result on your child's place being lost at the setting should legal action become necessary.

Notice Period

If a parent/carer wishes to remove their child from the setting, they must put this in writing to Meryl Malyckyj, one month/term in advance. A final invoice will then be provided which must be paid in full, along with any other unpaid fees.

Date Agreed: **Signed:**

Position: **Name:**

Parent/Carer.....**Name**.....

Author
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Fledglings Day Nursery
8th February 2022