



## **Nursery Fees Policy**

### **Policy statement**

We aim for our setting Little Discoverers to be realistic and flexible with our fees and payment policy whilst being competitive in the nursery market place; however it is necessary within our nursery to have set guidelines so we are all clear of our expectations.

- On registering your child at Little Discoverers, a contracting parent will sign to say they agree with the nursery policy on fee payment. Fees are payable for a full half term, an invoice will be issued and a date will be set for payments to be made by. As Little Discoverers is a term time nursery, you will not be expected to pay during the holidays.
- In all cases fees are payable termly and cover all sessions for which the child is enrolled – including any sessions not attended by the child for instance due to illness.
- Once your child has been registered with us you will be invoiced for the sessions you have booked for your child until we receive your written notice, as these are classed as permanent bookings.
- Upon leaving the nursery four weeks written notice is needed to cancel this contract and to pay for all sessions during the 4 week notice period. If you leave before the notice period ends you will still be liable for the fees during this period.
- Four weeks written notice is required to decrease sessions.
- All fees should be paid in advance and in full for the term your child is attending by cash, card, cheque.
- A minimum of 5 sessions is required for booking

### **Funding Available**

There are a number of funding options to help parents/carers with childcare costs.

- **Childcare Vouchers**

Childcare vouchers are one of the ways in which employers can help their staff with the cost of childcare.

- **Tax Credit**

Tax Credits are provided by the Government to help Parents/Carers with cost of childcare. The amount available through tax credits is dependent on individual circumstances.

- **Nursery Education Grant**

Nursery Education Grant (also known as Free Education) is available from the term following your child's third birthday. In some cases (if you are on income support) you can be eligible for Free Education from your child's 2<sup>nd</sup> birthday. This entitlement provides 570 free hours per year.



### **Late and Non Payment of Fees Policy**

- The nursery would try to avoid any situation which would lead to a dispute between the nursery and the parent over the late payment or, in extreme cases, non-payment of fees.
- The parents must understand that non-payment of fees may jeopardise the place.
- We accept payments to our Nursery bank account, cash and cheques.
- If the payment has not been settled in full in 4 weeks the Nursery can then demand that the parents of the child withdraw the nursery place until the full amount has been settled.
- After 8 weeks of Non-payment court proceedings will be initiated. All legal and court costs will be included in the final bill amount outstanding including any tracing fees.
- If parent's at any time experience payment difficulties please talk to the Nursery Manager, who will endeavour to help with any situation,
- If the child no longer wish to use the place, parents must agree to give 4 weeks of notice of their intention to leave and should understand that they will be required to pay the fees due during the whole notice period.
- The fees may be subject to periodic reviews, increases will be notified at least one month in advance.

### **Covid-19**

- If a private paying child has been asked to self-isolate due to them or someone in the family testing positive then you **will** be expected to pay the full fees.
- If Little Discoverers was to close due to a national lockdown, they you will **not** be expected to pay fees.
- If a staff member or child at the setting tests positive, and your child is asked to self-isolate then you will **not** be expected to pay fees.
- If your child shows symptoms of covid-19 or is ill or absent for any other reason then you **will** be expected to pay the full fees.

### **Prices**

Half day = £ 17

Full Day = £30

**Reviewed: August 2021**