**FEE AND FINANCE POLICY**

The Nursery registration fee is £25 to cover administration and introductory sessions. This fee is waived if a child is only accessing completely free sessions on the 2,3 or 4 year old funding. The registration fee is non-refundable.

When booking a placement with us, we ask for a deposit of:

* £100 for part time sessions (three or less half days per week).
* £200 for full time sessions (four or more half days per week).
* £25 if a child is accessing EYEE only sessions.

This deposit will be refunded in your final bill.

Invoices are monthly in advance, on an average amount basis e.g. weekly sessions \* 52 /12. They are emailed out by QuickBooks, 7 days before the end of the month, for the calendar month ahead. Payable by the 5th of the month.

Payment may be made by BACS, standing order, childcare vouchers, or through the Tax free childcare system. We do not accept cash.

If payment is not made by the due date the following procedure will begin:

* Issue a reminder through Quickbooks asking for payment within seven days. If payment is received then no further action will be taken.
* If payment is not received a second reminder will be emailed and printed asking for immediate payment, in full, including a late payment fee of £10 per week backdated to the due date. If payment is received no further action will be taken.
* If payment is still not received at the end of the second week your child’s placement is suspended and your child will not be allowed to attend Nursery until the fees are paid in full.
* If the fees remain unpaid after two weeks suspension, your child’s placement is terminated and the matter filed on Money claim online for potential CCJ application. This will incur more costs which will be added to the outstanding debt.

Our fees are reviewed annually, and any price changes are communicated with at least a month’s notice period. A copy of our latest fee structure is displayed in the hall of the nursery.

We require one month’s notice from parents to change or terminate their child’s sessions.

If you are struggling to pay please, please, talk to us and let us know.

We reserve the right to inform the Local Authority and local settings of non-payment of fees.

Policy revised November 2021 Mark Ryalls