



Payment and Collection of Fees Policy

Policy Statement

This policy details the fees charged and the procedures for payment and collection.

Procedures

- Fees are payable on a monthly basis. Parents are notified at the start of each month with an invoice. The preferred method of payment is on-line using the information detailed on the invoice. Alternatively the correct amount of cash or a cheque (made payable to Small Steps Day Nursery Ltd) can be brought into the nursery in an envelope with the child's name on it. This must be handed to a member of staff. Fee payments are checked by our manager and entered into the fee register.
- We are registered to receive the Nursery Education Funding and 2 Year Old Funding. Children receive funding from the funding period **following** their second or third birthday. Funding periods run from 1 September to 31 December, 1 January to 31 March, 1 April to 31 August. Parents are free to use their funding at any registered setting. Enrolment forms for funding are issued 3 times a year. Failure to return these or provide the supporting material may result in a loss of funding. Parents must also provide evidence of eligibility for the Two Year Old Funding and the Extended Funding entitlement (30 hours).
- Children in receipt of the Nursery Education Funding and 2 Year Old Funding are entitled to a maximum of 12 hours of funded sessions per week for 48 weeks of the year or 23.5 hours per week for Extended Funding. If you choose to add further sessions these will be payable at the advertised rate.
- Our sessions times and fees are as follows:
 - Whole Day (8:00 am – 5:30 pm)
 - Under 2's - £54.00
 - Over 2's - £50.00

 - Morning Session and lunch (8:45 am – 12:45 pm)
 - Under 2's - £24.00
 - Over 2's - £20.00

 - All Day with an Early Finish (8:45 am – 3:45 pm)
 - Under 2's - £42.00
 - Over 2's - £35.00



Afternoon Session with Late Finish (12:45 pm – 5:30 pm)

Under 2's - £28.00

Over 2's - £25.00

- We charge extra for services we provide which are not covered by the Nursery Education Grant.
- Fees are due within the first two weeks of a month. If you do not pay during the first two weeks we will remind you via a letter or contact you via text, phone or email.
- However payment is made, fees are payable regardless of whether your child is able to attend or not, i.e. holiday or illness. If we are forced to close due to events or circumstances beyond our control (e.g. extreme weather conditions) the fee will continue to be payable in full and we shall be under no obligation to provide alternative childcare to you. If the closure exceeds two consecutive days in duration we will credit you with an amount that represents the number of days closed in excess of two days.
- In the case of absence lasting longer than 5 days due to holiday or sickness, we ask that you put this in writing for the attention of the manager.
- We also ask that 4 weeks' notice is given before withdrawing your child from our sessions. If notice is not given we reserve the right to charge fees for a maximum of 4 weeks. This also applies in the receipt of the Nursery Education Grant.
- If the child misses continuous sessions due to long term illness the parent will have to contact the manager to discuss a reduction in fees. This will be assessed and we will make a decision based on the individual case.
- If a child starts mid-term the fees will be calculated and adjusted accordingly.
- Non payment of fees will be dealt with promptly and all arrears will be paid before the next month. Reminder letters will be sent out. Persistent non payment will mean a loss of place and any siblings who may wish to attend in the future will be refused a place.
- If after all possible strategies have been put into place to resolve non-payment the parent will be asked to remove the child from Small Steps Day Nursery and possible debt collection action will be taken.
- If you have difficulties in paying this bill please speak to Becca or Karen.
- Fees will be reviewed at the manager's discretion.
- With regard to the late collection of the child we reserve the right to charge a late collection fee. The fee will be a proportion of the staff salary for the time they were late.



COVID-19 Amendment

- If a child becomes ill or has to isolate fees will still be payable if the nursery is open and able to offer your child a place.
- If the setting is required to close due to either a confirmed case or lack of staffing, then parents will not be required to pay for the sessions. If they have already paid for the month ahead, these will be deducted from the next month's fees.

This policy was adopted by

Small Steps Day Nursery Ltd

On

3rd January 2021

Date to be reviewed

3rd January 2022

Signed on behalf of the provider

Name of signatory

Rebecca Simmonds

Role of signatory

Manager/Owner
