



## **Fee Policy**

### **Statement of intent**

It is our intention to provide a high quality, safe and stimulating service for children. In order to do this and to ensure the continued high standards and sustainability of the nursery, we must ask that parents/carers respect its policy in respect of fees.

### **Aims**

The aim of this policy is to ensure that the high standards and sustainability of the nursery are met.

### **Methods**

In order to obtain our aim, the following policy is followed:

- The level of fees will be set by the Registered Person and reviewed periodically in light of the nursery's financial position, its future strategic plans and any other broader economic or social considerations deemed relevant.
- Payment of fees should be made at the beginning of each month. Individual payment arrangements will be negotiated between the Owner or Manager and parents/carers.
- The nursery will be sympathetic to requests for alternative payment arrangements. If Parents/Carers wish to negotiate this or any other alteration to the standard fees policy, they should arrange a meeting with the Manager at the earliest possible opportunity.
- If the fees are not paid on time, the nursery will notify the Parent/Carer in writing and request payment at the earliest possible opportunity.
- The Owner or Manager has the right to issue a formal warning to the Parent/Carer and inform them that continued late payment will result in their child's place at the nursery being forfeited.
- If fees are paid persistently late or not at all, with no explanation, the Nursery will be forced to terminate that child's place.
- Parents/Carers are encouraged to speak to the Manager if they have any query about the fees policy, or if, for any reason, they are likely to have difficulty in making a payment on time. Parents/Carers are strongly advised to arrange a meeting at the earliest possible opportunity, to avoid jeopardising their child's place at the nursery.
- If you decide you no longer need a place at the nursery you must contact the Nursery Manager as soon as possible as we would require one month's notice in writing of your intention to remove your child.
- If funding payment is not received from the Buckinghamshire Local Authority, then the parent is liable to pay the amount of funded fees in full. This does not apply if the non-payment was due to a fault or omission of the nursery staff.

### **Payments in sickness absence**

- If your child does not attend nursery due to sickness, full fees will still be due. This is because nursery staff are still paid, and costs are still incurred.

### **Payment if the nursery is closed**

- In exceptional circumstances there may be an event that triggers the closure of the nursery for example severe adverse weather conditions, personal health, transport strikes or acts of terrorism. The nursery will not be held responsible for these events and will not issue refunds for such forced closures.
  
- All policies are reviewed annually.
- This policy was reviewed on 02/12/2020