

Beech Green Nursery

09.16 Fees and Charging/Finance

Policy statement

We aim to make our setting accessible to families in the community and therefore aim to ensure our fees are as competitive as possible. As a non-profit making charity, we rely on prompt fee payments to be able to meet our running costs and to provide equipment and resources for the children who attend. Therefore, the following policy will apply:

Procedures and Payments

- A termly invoice will be sent out for fee paying parents.
- Fees to be paid monthly as per the invoice and must be paid on the 1st day of each month.
- If fees are not paid by the 3rd day of the month a text reminder will be sent and if fees are still not paid by the 5th day a 10% administration charge will automatically be added to the invoice.
- Fees that are continually late being paid the Nursery Managers reserve the right to withdraw places from that child.
- It is the responsibility of the parent to ensure fees are paid according to their invoice.
- In the event of a cheque being returned marked unpaid, a £ 10.00 administration charge will be incurred.
- Payment for fees can be made via bank transfer/cash/cheque.
- If paying using childcare vouchers or tax-free childcare, please inform us as soon as possible.
- Any additional one-off sessions are payable on booking.
- Once a child has started, fees are payable for all sessions regardless of attendance. Therefore, fees are still due for sessions missed due to sickness or holiday.

Late collection charges

- If a child is not collected on time at the end of their session, the setting will charge £5.00 for each 15 minutes delay.
- If a child is repeatedly being collected late, the Nursery Managers reserve the right to withdraw the places from that child.

Non-payment of fees procedure

- A meeting to establish a debt recovery plan will be arranged with parent/carer.
- This meeting will agree instalment amounts and frequency as agreed amongst all parties and deadline for completion. Arrangements will be confirmed in writing by the setting as soon as possible after the meeting.
- If the debt remains outstanding after the agreed completion deadline, the debt will be recovered by the setting through the courts.

We understand that some families may face genuine hardship in paying fees. We ask that in these circumstances, parents or carers speak to a member of staff in confidence immediately as it may be possible to arrange a flexible payment plan.