

10.13 Fees and Late Payment of Fees Policy

Policy statement

Benington Nursery aims to provide quality care and education at affordable and competitive prices, in accordance with the local settings. Nursery costs are set annually in September each year. Whilst it is the nursery policy to keep fees as low as possible, in order to maintain sustainability and quality of care, and pay staff according to their experience and qualifications prices may increase annually. Parents are informed of price increases one month in advance.

Procedures

Price Review

- Prices are reviewed to consider rising costs of rent, telephone charges, craft materials, toiletries, cleaning materials etc.
- Parents are advised of price increases by letter.
- New pricing structures are advertised on the website, the notice boards and included in the prospectus.

Fees

- Invoices are calculated prior to the beginning of each half term and emailed, handed or posted to parents, in accordance with parents preferred method.
- Fees are to be paid in full, by the end of the first week of each half term, unless parent has advised the manager of their intention to use a recognised Childcare Voucher Scheme.
- Due to the constant nature of the financial commitments of the nursery, it is not possible to issue refunds for sessions not taken due to illness or holidays

Late Payment of Fees

- Should problems arise, parents are asked to speak to the manager as soon as possible, so that a payment agreement can be made.
- If payment is not made by the end of the first week of the half term, a reminder letter will be sent to the parent, and payment should be made within 10 working days.

- If fees continue to be outstanding the parent will be sent a further letter asking for fees to be paid within 10 working days or proceedings through the small claims court will be instigated to reclaim the outstanding amount.
- If fees continue to be outstanding, after the above two letters have been sent, then proceedings through the small claims court will be instigated to seek repayment of the outstanding fees.
- Parents will be asked to withdraw their child until the outstanding fee is paid. Any child who is receiving the Nursery Education Grant will be able to remain at the nursery for their funded hours.

This policy should be read in conjunction with the following

- <https://www.gov.uk/make-court-claim-for-money/overview> (accessed 8th July 2013)

This policy was adopted at a meeting of	_____	name of setting
Held on	_____	(date)
Date to be reviewed	_____	(date)
Signed on behalf of the management	_____	
Name of signatory	_____	
Role of signatory (e.g. chair/owner)	_____	