Easebourne Nursery

Fee Policy and Procedures

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Governor Committee	Nursery
Chair of Committee signature	
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FEE POLICY and PROCEDURES

Invoices will be issued, via Famly (invoicing app) for payment of childcare fees in the following ways:

Easebourne Nursery:

- invoices issued termly and must be paid in full, usually approx. 2 weeks prior to the end of term
- payments may be broken down, e.g. paid monthly, each term
- full fees are due for sickness* or holidays

Breakfast/Cookie Club:

- regular booked session costs will be added to the termly Nursery invoice
- ad-hoc sessions will be invoiced at the time of booking, and added to the termly invoice

Easebourne Nursery Holiday Club:

- payment must be made in full at time of booking to guarantee a child's place
- cancellations of less than 5 days' notice will not be refundable*

If the above payment terms are not adhered to it may result in the loss of a child's place.

If parents/guardians no longer require their child's Nursery place, we require a half term notice period and fees due must be paid up to that time.

Funded Entitlement hours can be claimed during the extended Nursery day, between 8.00am-5.30pm. Additional non-funded hours will be charged for.

We will:

- discuss and offer flexible payment plans, e.g. paying weekly or monthly, but the total outstanding amount must be paid in full by the end of the term. Failure to do so may result in the loss of the child's place or future attendance.
- accept payments via Famly (debit or credit card), a government tax free childcare account or by direct bank transfer. Some employers offer a childcare voucher scheme, please speak to the Nursery Manager if the company's scheme needs us to register with them for direct payments.
- charge for additional hours in excess of the Funded Entitlement
- discuss any concerns of payments being made with parents/guardians, in the first instance.
- write to parents/guardians requesting payment if agreements have not been met
- refer any outstanding debt to the Committee or School Business Manager if the above steps have been unsuccessful in payments being made.
- inform parents/guardians, by Summer Half Term, of our fee structure for the Autumn Term (an annual increase is implemented annually from September).

* in exceptional circumstances, refunds/credits may be issued at the discretion of the Nursery Manager/Committee

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