

# Easebourne Nursery

## Fee Policy and Procedures



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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 by each half term
- monthly or weekly payment plans must be agreed with the Nursery Manager
- 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, or at the end of each month, and must be paid within 14 days

#### **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.

**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 Family (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 Free Entitlement (these FE hours can be accessed during nursery hours only (9.00am – 3.00pm)).
- 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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