



Payment Policy Little Stars Day Nursery

Change Control

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Revision History

Version	Type	Date	History
V1	New	June 2012	New
V2		June 2013	Updated
V3		March 2016	Updated, terms changed
V4		December 2016	Updated
V5		March 2017	Updated
V6		July 2017	Updated
V7		July 2018	Updated
		June 2019	Reviewed
		October 2020	Reviewed
		October 2021	Reviewed
		November 2023	Updated

Payment Policy.

We aim for our setting to be realistic and flexible with our fees and payment policy whilst being competitive in the nursery market place; however it is necessary within our nursery to have set guidelines so we are all clear of our expectations.

- **Please note that if the child's parents BOTH have Parental Responsibility, then BOTH parents will be contacted to recover any outstanding fees.**
- Once your child has been registered with us you will be invoiced for the sessions you have booked for your child until we receive your written notice, as these are classed as permanent bookings.
- If fees are in arrears by **30 days from the date of the invoice** the nursery has the right to suspend the place until such arrears have been **paid in full**. If after a further **14 days** payment has not been received, then the registration will be cancelled which will include the 4 weeks' notice period.
- All fees should be paid in advance and in full for the month your child is attending by BACS, credit card, debit card or payment plan (to be set up with the Finance Department).
- All invoices are due, in full within **7 days** of invoice.
- All missed sessions including child illnesses are payable in **FULL**.
- **Four weeks written notice is required to decrease sessions.**
- Debt collection proceedings will be commenced to recover all monies owing, starting with TEC Partnership's Finance Department and may include the use of an external debt collection agency and/or legal action required.
- The management team frequently reviews the nursery fee structure. As a nursery we reserve the right to increase fees at any time giving the parent/carer at least 4 weeks' notice prior to the increase.
- **Upon leaving the nursery four weeks written in notice** is needed to cancel this contract and to pay for all sessions during the 4 weeks' notice period. If you leave before the notice period ends you will be liable for the fees during this period.
- Children who attend the setting all year round are eligible for 2 weeks holiday on a pro-rata basis to their booked sessions. All holidays are still payable 50% of their usual session cost. Holidays will run from January – December.

- Children who are 'term time only' do not receive additional holiday weeks, and will have to pay 50% retainer of the booked sessions to keep their childcare place over the holiday periods. This will apply to anyone who registers for a term time place including all students receiving Learner Support Funding (LSF) and Student Finance England (SFE). However, if you decide to keep your child attending for limited sessions through the holidays you will be required to pay the full 100% of the session cost. This retainer will not be charged for the summer period but for all other holidays will apply.
- All bank holidays are refunded at 100% and the Christmas week is refunded at 100%. This will be represented on the monthly invoices as appropriate.
- Parents who have applied for Student Finance but have not yet been approved, will be granted a 6-week period from the date of invoice in order to secure the grant. From this date the parent is liable to pay fees in line with this policy.
- Parents who are in receipt of Student Finance must ensure all childcare costs are paid in line with the policy. All payments **must be** approved on the Student Finance Portal and the Parent Payment **must be** settled at this point too. **It is your responsibility to pay these fees and any outstanding fees are liable to the parents.**
- **Extra sessions for parents receiving Student Finance are not covered by Student Finance and the extra session fees must be paid by the parent in line with our payment policy.**
- Parents who have applied for the bursary with TEC Partnership but have not yet been approved will be granted a 6-week period from the date of invoice in order to secure the grant. From this date the parent is liable to pay fees in line with this policy.
- If a parent is receiving the bursary and there is an outstanding balance at the end of the year, this **must be** paid by the parent.
- Meals are booked a week in advance, therefore if your child is absent from the nursery these will still be payable. Prices are as follows for meals: • Breakfast is £0.50 • Lunch is £3.50 • Tea is £2.50
- Late collection notice of children past their session times will incur a charge of £5 per 15 minutes of lateness. A charge of £5 per 15 minutes will also be applied if children are brought to nursery before the pre-booked session time.
- Between 0-15 minutes early/late = £5 • Between 15-30 minutes early/late = £10 • Between 30-45 minutes early/late = £15 • Between 45-60 minutes early/late = £20

Please sign and date to say you have read and understood the payment policy above:

Signed: Date:.....

