



Payment Policy

Little Stars Day Nursery

Change Control

Version:	V1
New or Replacement:	Replacement
Approved by:	Senior Management Team
Date approved:	March 2016
Name of author:	Nursery Manager
Name of responsible committee:	Senior Management Team
Name of Corporation committee:	N/A until further notice
Date issued:	June 2019
Review date:	June 2020
Document Reference:	N07

Revision History

Version	Type	Date	History
V1	New	June 2012	New
		June 2013	Updated
		March 2016	Updated, terms changed.
		December 2016	Updated
		March 2017	Updated
		July 2017	Updated
		July 2018	Updated
		June 2019	Reviewed

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.

- If the days are available that you require, a non-refundable registration fee of £30 will be required to secure your place. Once your child starts at nursery the £30 will be refunded from your first month's fees. Students/staff of GIFHE will be eligible for a 50% discounted rate on the registration fee.
- 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.
- Upon leaving the nursery four weeks written notice is needed to cancel this contract and to pay for all sessions during the 4 week notice period. If you leave before the notice period ends you will still be liable for the fees during this period.
- Four weeks written notice is required to decrease sessions.
- All fees should be paid in advance and in full for the week / month your child is attending by cash, card, cheque or standing order (to be set up with the Finance department).
- Late collection 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

- If fees are in arrears by 28 days from the date of 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 invoices are due, in full within 7 days of invoice Payment plans can be set up with our finance department.

- All missed sessions including child illnesses are payable in full.
- 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 at 50% of their usual session cost. Holidays will run from September-August.
- Children who are 'term time only' do not receive additional holiday weeks, and will have to pay a 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 Fund (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.
- Parents who are in receipt of Student Finance must ensure all childcare costs are paid for in line with this policy, it is your responsibility to pay for these fees and any outstanding fees are liable to the parents.
- 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.
- Debt collection proceedings will be commenced to recover all monies owing, starting with the Institute's Finance department and may include the use of an external debt collection agency and/or legal action if required.
- 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.
- The management team frequently review the nursery fee structure. As a nursery we reserve the right to increase the fees at any time giving the parents/carers at least 4 weeks' notice prior to the increase.

