

Fees Policy



Written by - Jessica Bragg and Louise Fryer

Date - 4/01/24

We are a private nursery and set our own Terms and Conditions, including fees. It is important that you read through our Fees Policy very carefully and understand exactly what is expected of you.

If fees are not paid we are within our rights to immediately terminate care (this is stated in our Terms and Conditions document) and take legal action against you to recover fees. Legal action might affect your credit rating in the future.

Registration - you pay a non-refundable charge of £25 to register with us to be on our waiting list. This does not guarantee a space. Once a space has been accepted, we will require a deposit.

Settling in sessions - settling in sessions are an important part of your child's transition into our care.

we offer 2 x 3 hour settling in sessions free of charge.

We reserve the right to ask you to bring your child for further short settling in sessions if your child does not seem to be settling well. You can ask for extra short settling in sessions if you are worried about how your child is settling in.

If you would like to book further short settling in sessions, please let us know. They will be charged at the normal hourly rate £8.00

Contracts can be terminated at any time during the settling in period by either party without prejudice. If we end the contract during the settling-in period, you will receive your deposit back. However if you do not attend sessions booked you will not receive your deposit. If money has been paid by voucher, we are required to refund the voucher (not you) for tax reasons.

Deposit

We charge £500 for the deposit which will hold your child's space. If you decide not to attend the settling this is non refundable, however if for any reason we decide the child can not join the set-

ting this will be refunded. When you decide to leave the setting with 4 weeks notice we will refund the £500 deposit or take it off the last invoice.

Fees payable

Daily fees include food, snacks, consumables and some trips that may require a payment. and the session is 8am to 6pm.

We are open for 50 weeks of the year. We charge for how many days a week your child attends and divide monthly. e.g (2 days x 50 weeks divided by 12 months)

Additional charges

- **Early arrival / late collection** - £5 per 5 mins.
- **Unsociable hours** - In emergency we will charge £15 per hour before 8am and after 6pm.
- **Child / family holiday** £ You will be charged full fee for any holidays.
- **Child / family illness** £ - full fee.
- **Bank Holidays** £ full days fee.
- **Late fees** - £5 per day up to £25
- **Training days/Inset days** - £ full fee
- **Outings** £ - no charge for routine outings; a contribution towards entrance costs will be requested for special outings which will be discussed in advance.

Food provision

Meals and drinks are included for all ages. We do not provide formula milk.

Breakfast - only provided if your child arrives before 9am.

Morning snack - 10am

Lunch - 12pm

Afternoon snack - 3pm

Tea - 4.00pm. We provide a 3 weekly menu and Please ask to read our Healthy Eating Policy.

Fresh drinking water and milk is available throughout the day in age appropriate cups.

Other fees information

Funded sessions – We currently offer the 15 / 30 hours Government funding for 3 / 4 year olds, Terrific 2 funding and the new government funding for 2 year olds starting April 2024.

We also except Tax Free childcare/childcare vouchers.

Funding is provided 38 weeks of the year (term time) as we are open 50 weeks there is a monthly fee. This fee also covers the cost of daily meals and snacks for your child.

For funded children we will need you to complete a Parent Declaration form annually or when there are any changes.

To find out further information about all entitlements and to check eligibility criteria on the Childcare choice website: <https://www.childcarechoices.gov.uk/> and Informed Families website <https://new.enfield.gov.uk/if/>

- **Extra expenses** - extra expenses will normally be agreed in advance. However, this is not always possible. Some expenses might include use of spare nappies, trips out.

Payments

Paying fees - fees cover all contracted hours and are invoiced on the last day of the month for the following month. This needs to be paid within 5 working days.

Please remember that the hours charged are the hours held by you for your child's sole use. Contracted hours are payable regardless of late arrivals, early collections, you or your child's illness, occasional days off etc.

Payment options - We accept Bank transfer (BACS), vouchers or a combination of these methods. We do not normally accept cheques or cash

Please remember that you are responsible for paying us - not Tax Credits, Care to Learn or voucher companies. If payments are late, it is your responsibility to ensure we are paid.

Help with fees

Tax credits might pay a percentage of your childcare costs, depending on joint family income. Advice can be found here - <https://www.gov.uk/help-with-childcare-costs/approved-childcare>.

Problems paying fees

Please let us know as quickly as possible if you are having problems paying your child's fees. We would much rather work with you to resolve the issues than have to cause a child upset and trauma by terminating their contract.

Contract Termination

All fees **must** be paid in full before the contract is terminated. Contract termination must normally be given in writing giving a minimum of 4 weeks notice by either party. Please see Terms and Conditions for information about immediate termination.

The termination period is chargeable at the normal rate.

Fees Review - fees are reviewed annually in January. You will be informed in January via email if fees are changing for April. This will give you some notice so you can adjust tax credits / bank payments / vouchers etc.

Signed - Louise Fryer

Review date - 01/25

Signed - Jessica Bragg