



## Policy Statement

We want to ensure that all parents and carers are treated fairly and equally in respect of monies paid for services received.

We currently make a charge for our extended services provisions. We are not permitted to make charges for educational services that fall under the Free Entitlement for Nursery Education.

### We charge for:

- Sessions attended by two year olds who are not in receipt of Early Education Funding
  - Sessions attended by three year olds who are not in receipt of Early Education Funding
  - Sessions attended by two, three and four year olds who are in receipt of 15 hours free Early Education Funding and have exceeded their free hours (regardless of where they are using their funding). Additional hours are charged at an hourly rate of £5.50.
- Sessions attended by three and four year olds who are in receipt of 30 hours free Early Education Funding and have exceeded their free hours (regardless of where they are using their funding). Additional hours are charged at an hourly rate of £5.50.
- A charge of 60p per session for snack and drinks. A charge of £1 for breakfast for children attending breakfast club. These charges are voluntary for children in receipt of Early Education funding.
  - A Registration fee of £20 for all children who are not in receipt of Early Education Funding.

Parents/carers choose which sessions they would like their child to attend. These are invoiced in advance at the beginning of each term (Autumn, Spring and Summer). Fees are payable within 7 days of the invoice date unless special arrangements have been discussed and agreed by the Principal. Payment can be made by cash, cheque or BACS.

Foxglove accepts Tax free childcare payments as fee payment. Families can register via [childcarechoices.gov.uk](https://childcarechoices.gov.uk).

Some employers offer the option of childcare vouchers as part of their salary, as these vouchers have various tax advantages. There are several different schemes and should parent/carers intend to use vouchers as payment or part payment, notification to the Principal should be made and arrangements must be in place before the child starts. Childcare voucher payments should have the child's name as a reference when payment transfers are made via BACS.

## Payment Policy

- If your child is unable to attend a scheduled session for any reason, fees are still payable.

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- Sessions are not transferable and cannot be swapped unless in exceptional circumstances agreed by the Principal in advance.
- All deposits and fees are required to be paid by cash or BACS or childcare vouchers.
  
- Parents/carers will receive an invoice at the beginning of each month.
- Invoices are expected to be settled within 7 days of the invoice date.
- Non/late payment of an invoice may result in your child not being accepted into the nursery until the invoice is settled for any hours over their funded childcare hours.

Parents/carers are not charged for settling in sessions, or when visiting the nursery.

Refunds are made:

- Where an administrative error has been made.
- In the case of an overpayment by childcare vouchers, the overpayment will be used as a credit for the following term.
- A 50% refund can be made, upon request of the parent, for unforeseen circumstances that have prevented the nursery from opening (up to 3 days). This could include flood, snow, fire, terrorist attack, military coup, mechanical or electrical failure.

Refunds cannot be made for:

- Child's sickness
- Hospital or other appointments
- Holidays taken in term time
- Family days
- Any other days of absence.

We regret that we are unable to offer refunds for the above, but in these circumstances, we still need to be able to pay staff and keep the child's place at the nursery.

This policy is sent out with the parents/carers' first invoice and is available in our Policy folders in the office or on our website.

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Signed for and on behalf of Foxglove Nurseries

Lindsey Harvey (Principal) :

Date :

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