

11. Fees Policy

All parents/carers are requested to complete a registration form when registering their child with Summertime Nursery. A deposit of £100 is requested of all parents unless they are completely using funded hours. Deposits will be refunded of the first month's invoice.

All fees are due a month in advance, invoices will be given or e-mailed out to parents at the beginning of the month. Payments are due within 14 days of receiving the invoice. A £25 late payment charge will be issued if payments are not received within the 14 days. A second copy of the bill will then be issued with the late charge. If payment has still not been received within 7 days, the committee will issue a letter and court proceedings may be started and your child's place may be lost. Where there are outstanding invoices the office manager will speak to the parent to arrange payment, a monthly payment scheme can be set up to clear any outstanding debts to the nursery.

Parents Must give months notice in writing or by email when they no longer require their child's place at Summertime. Anybody who leaves without giving a month's notice will be charged their normal monthly fee.

Any parent who picks up late or drops off early without giving prior notice to the setting will incur a late/early arrival charge of £10.00 This will be added to the monthly invoice.

Funded childcare. Children who receive government funding of 15 or 30 hrs must complete termly agreements. From the age of 3 years ALL children are entitled to 15 hours of government funded childcare. If you are a working parent, you may be eligible to claim an additional 15 hours free child care which must be taken stretched over the year (to apply for the additional hours and a tax-free child account go to www.dorsetforyou.com/30hours) Some two-year-olds may be able to access government funded childcare. Additional hours will be charged at the usual Summertime Rate.

Holidays/Sickness/Change of Hours

All Holidays taken will be charged at 50% of your usual fee. At Summertime we recognise that some parents only want their children to attend during school terms therefore we do not limit the amount holiday you take at 50%. However, it is the **parent/carers responsibility** to inform us of the holiday dates so that **50% discount** can be applied. A holiday form must be completed, or an email sent to office@summertimenursery.co.uk

Sickness. If your child is off sick from nursery, fees are still due as normal.

Payment of Nursery Fees if closed due to severe weather

We will repay 50% of payable fees to the bill payer when the nursery is forced to close for the whole day. The refund will be shown on the last page of the next month's invoice. If the setting is open, but your child does not attend the full fees will be payable.

If you require a change of hours, a month's notice will be needed. Please note that days cannot be swapped.

Cathy White
Manager
November 2021