

## Fees Policy

All parents/carers are requested to complete a registration form when registering their child with Summertime Nursery. A deposit of £50 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.

All parents are asked to give a months notice when they no longer require their child's space at the group. 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 £5.00. This will be added to the monthly invoice.

Children who receive government funding of 15 or 30 hrs must complete tremly agreements. The 30 hrs funding may be stretched across the year. It is possible to split the funding with other settings but it is the parents respnsibility to ensure they do not exceed the government allocation of free entitlement. Additional hours will be charged at the usual Summertime Rate.

### Holidays/Sickness/Change of Hours

**A Holiday form must be completed** If your child attends the nursery on a full time contract 50 weeks of the year you will be charged 50% of your usual fee when holiday is taken. A month's notice is required in order to receive the holiday discount.

**Term time only Retainer.** If your child is on a term time only contract (38 weeks of the year) we will charge 50% of the usual fee during holiday time in order to keep your space.

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

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

Cathy White  
Manager  
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