



Sunny Days Nursery

Charity No 1028488 PLA 28201/ H2043G OFSTED 102860

Parents as Partners

37. Fee Paying Policy

As a registered charity (therefore non-profit making) it is our aim to keep fees as low as possible. All individuals which have booked sessions and/or are entitled to Government funded hours (where applicable) and have any additional hours booked will be required to adhere to the following policy in all instances.

-Invoices will be sent out during the first week of each month for the following month. **These invoices must be settled by the 26th of the month.**

-Our preferred payment method is via BACS (Cooperative Bank Sunny Days Nursery A/c number 65847363 Sort Code 089299). However, payment can be made by; cash or childcare vouchers. Due to "insufficient funds" any bank charges incurred will be passed onto the bill payer) unfortunately we cannot accept card payments.

- Unfunded sessions where a child is unable to attend will still be charged this does not include the holidays as mentioned below.

-Children are entitled to take up to two weeks holiday per year (September – August) however they must pay a retainer of 50% of the normal cost. For this to be possible one month's written notice is required to the setting (via email is acceptable). The same is necessary should you wish to change your booked sessions.

-If you phone for a last-minute session and this is available this will be charged at normal fee plus a £2 administration charge. This session will then be added to the following Month's invoice.

Due to new Government funding rules.

We need to provide a break down of costs on our invoices.

Has of the 1st April we will be charging for lunches, snacks and play activities where applicable.

Any child in receipt of EYPP will not be charged.

If you are unable or unwilling to pay, please contact the nursery directly to discuss the matter further.

Also if you are willing to make a small voluntary contribution monthly please contact the nursery.

Breakfast club for children that attend at 8am. Breakfast are billed at 0.75.p. Non-Refundable.

Lunches will be £2.00 per session where applicable non-refundable

Snacks .75p non-refundable where applicable.

This decision has not been made lightly but in the current financial climate to be able to maintain and provide a setting that continues to provide a safe and stimulating environment we have no other option.

From August 2025 all invoices will be charged for a month in advance.

One months' notice is required if you wish to change booked sessions.

-Late collection of a child will be charged at **£2.50** up to 5 minutes, after 5 mins there will be a charge of **£20** added to the following months invoice this is to cover staffing costs. This will be waived in exceptional circumstances.

If you anticipate that you will have difficulty paying your bill, please contact the setting as soon as possible in order to discuss resolving this matter with a payment agreement. This agreement will be confirmed in writing. Failure to abide by the conditions in the agreement may result in the suspension of the child's non funded sessions.

- If payment is not received by the due date stated on your invoice a reminder will be sent, failure to pay will then result in a settlement process.

This will follow the procedure stated below:

- A reminder will be sent out via the setting including a late payment agreement.
- If payment is not received by the stated due date the committee will make contact with the debtor (incurring a £5 administration charge).
- If the payment is still not received by the date specified, the child's non funded sessions will be suspended until payment has been received.
- We reserve the right to ask for payment in advance for attendance to restart and all debts are cleared.
- At this point the committee will use their solicitors to recover the debt. Any costs associated with the recovery of the debt will be added to the outstanding balance.

For your information:

Where Sunny Days Nursery is informed by another setting that there is an outstanding debt, we reserve the right to ask for payment in advance

Signed Parent:.....

Date:.....

This policy was adopted at a meeting of

Sunny Days Nursery

name of setting

1/4/25

(date)

changed

1.4.25

(date)

Signed on behalf of the parent committee

A handwritten signature in blue ink, appearing to be 'ch' followed by a flourish.
