



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 that 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.

External agencies curriculum activities will be charged for at a weekly rate where applicable.

Any child in receipt of EYPP will not be charged.

We are unable to accept personal lunches and snacks into the setting due to cross contamination and allergies.

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.

May 2026 fees:

0-2 £7.40

2-3 £7.10

3+ £6.80

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
Held on
changed
Signed on behalf of the parent committee

Sunny Days Nursery	name of setting
30/4/2026	(date)
30/4/2027	(date)
Rebecca Wills-Devlin	



SUNNY DAYS TERMS AND CONDITIONS

Nursery Fees and Charges

- The nursery is open 51 weeks of the year and closes for one week at Christmas and all other Bank Holidays.
- Nursery fees are calculated from the booked weekly attendance.
- Fees are calculated from the number of sessions booked to attend in the month, based on the fee structure for the age. This means that the invoice amount will vary each month, depending on the number of days in the month.
- A charge for specific outside play activities will be invoiced for. If unable or unwilling to pay, please contact the setting.
- Fees are charged a month in advance and payable on the 26th of every month.
- No refund will be given for or in the event of the child's absence due to illness.
- No refund will be given in the event of an emergency closure due to inclement weather or staff shortages.
- Holidays without the required months' notice will be charged at the full amount, half fees are charged if one months' notice is given. This is because the Nursery must reserve a place for the child with appropriate staffing in advance. Any extended absence through sickness will be charged at the discretion of the Nursery Manager.
- Where a reduced fee rate applies after a child's birthday, that reduced rate will take effect from the first day of the following charging period.
- Sunny Days reserves the right to increase the said fees at any time upon giving one calendar month's written notice to the parents/guardian of the proposed increase.
- Any reduction or change in days to a full day care child's weekly booking pattern will be provided if at least one month's written notice is given to the Nursery Manager.
- Any changes in days to a child accessing Early years funding entitlement weekly booking pattern will be provided if at least one term's written notice is given to the Nursery Manager. This is because the Early Years Funding Entitlement is claimed termly.
- If you anticipate that you will have difficulty paying your bill, please contact the setting as soon as possible 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 an overdue payment agreement.
 - If payment is not received by the stated due date the committee will contact 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.

Exclusions

- Early years funding is not intended to cover the costs of additional hours. These will be charged at the age-appropriate hourly rate.
- Early years entitlement that includes a bank holiday cannot be carried over.

Cancellation/Termination of sessions

- One months' notice must be given in writing and provided to the Nursery Manager.
- Failure by the parent/guardian to provide one month's written notice or any notice at all shall render the parent/guardian liable to the nursery for one month's fees.
- The Nursery reserves the right to terminate any Child's enrolment, or restrict access to parent/guardian or child, at any time without notice, in consideration of the protection of other children and staff.
- Abusive or aggressive behaviour towards any staff member will not be tolerated.
- Any disruption caused by a parent or child that is deemed inappropriate to the setting or undermines the reputation of the setting or its staff, will be cause for termination at the discretion of the manager/committee.

Late Collection Charges

Parents/guardians collecting beyond the booked session times will be subject to an additional surcharge, details of which are in our Fee-Paying Policy.

Sickness & Absences

- Sunny Days cannot normally undertake the care of sick children. The nursery must be informed of any child sickness or problems before attempting to bring the child to the premises. Each case can then be considered on a strictly individual basis.

- In the interest of other children and staff it will be necessary to exclude any child who has been diagnosed with certain contagious illnesses and diseases as per the Public Health Guidelines.
- No refund will be given in the event of the child's exclusion due to illness.
- Please see our Administering Medicines Policy.

Unexpected Early Closures

- Water/Electrical/Gas supply being severed.
- Freezing Temperatures.
- On these occasions we will endeavour to contact each parent /carer or emergency contact as quickly as possible but at least 1 hour before the expected collection of the children.
- In the following situations parents and carers will be expected to collect their children immediately.
 - Cornwall Council/Local Authorities advise closing due to extreme weather conditions being forecast.
 - Danger to life-Falling trees, flooding, uninhabitable premises.
- Please make sure you have provided the setting with up-to-date contact and emergency numbers.
- Collection would ideally be made by the parents/carers themselves but in such circumstances and short notice we understand this may be difficult so an agreed third party can be nominated if a password, description of the person and details are given in advance. This will still need to be within the designated time given by the setting.
- There will be no concessions for a later collection as Sunny Days Nursery also has a 'Duty of Care' to the staff within the setting.
- Failure to collect by the designated time will result in the Uncollected Child Policy being followed and the local authorities being inform
- Please also refer to our After hours care/Babysitting policy.
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Opening Times

Sunny Days opening times are 08.00am- 17.30pm Mon-Friday closed for weekends and all Public Holidays.

We will also be closed for the Annual St Day Feast celebration.

Sunny Days are unable to offer any refunds or compensation for closure or suspension of nursery activities because of third-party action, inclement weather, fire, flood, or any other event beyond our control.

Personal Property

Sunny Days cannot be held liable for the loss or damage of any item belonging to the public on the premises. This particularly applies to children's clothing and toys as well as prams and buggies left on the premises.

Please ensure that children's outdoor clothing is marked.

Committee

We are a charity non-profit organisation.

We are a committee led setting.

Without members we are unable to continue.

Parents/guardians and grandparents are welcome to join the committee.

We also need volunteer fundraisers.

Approved by the committee

On the 30/4/2026

To be reviewed 30/4/2027

Signed *Rebecca Wills-Devlin*

Signed by

(Parent)

Date: