



Fee's Policy and Procedure

Although we are a children's nursery where your child's wellbeing is put first, we are also a business which must pay for qualified childcare staff, ongoing training and new resources so that your child has the best possible care.

We would appreciate prompt payment of your childcare fees within our required time frame. Weekly fees should be paid in the week in which the childcare is provided, and monthly fees should be paid in advance. We have put in place a fees structure which is linked to our policy and procedure.

If you have a genuine problem which prevents you paying on time you must speak to the nursery manager as soon as possible. We will listen to your reasons for non-payment and try to help. If you can provide us with information to support your non-payment this would help – in all cases, you will be asked to sign a binding agreement to reduce your arrears as well as keeping your current fees in line

However - If you do not comply with any agreement, we will terminate a place and follow debt collection procedures in all cases.

Aim

We aim to ensure that your child has the highest quality childcare we can provide. To do this we have to pay our bills and outgoings as we do at home.

To maintain good quality staff, we pay higher than the minimum working wage, we buy good quality resources, and we pay for our staff to receive good quality up to date training.

Children receive good quality, freshly prepared meals to keep them healthy with ample supplies of fruit and vegetables

Methods

In order to achieve this, aim we operate the following fees structure.

Weekly Fee x 50 weeks ÷ by 12 monthly or 51 weekly payments.

Example:

3 full days @ £142.65

$£48.50 \times 3 = £145.50 \times 50 \text{ weeks} = £7,275 \div 51 \text{ weekly payments} = £142.65 \text{ per week}$

Or:

$£7,275 \div 12 \text{ monthly payments} = £606.25 \text{ per month}$

In essence we only charge you for 50 weeks per year and divide that total into weekly or monthly payments as above.

Parenta

The fees and the letters you receive weekly or monthly are produced by a software that we use throughout all our settings called parenta, the system electronically tracks payments received and produces weekly or monthly invoices which can then be printed out for you or emailed across to you. The system is designed to keep a track of all children's sessions, fees and can produce reports with all the payments that have been made and the invoices produced for the sessions attended.

History log:

Rev.no.	Date	Description of revised issues
1	30/11/2016	Initial Revision
2	01/11/2017	No changes to content.
3	01/11/2018	No changes to content
4	01/11/2019	No changes to content.
5	01/11/2020	No changes to content.

This policy has been approved and authorised by:

Author	Approved By	Authorised By	Revision No.	Valid From
Vicky Gray	Vicky Gray	Sarah Russell	5	01/11/2020

This document has been electronically approved; hence it contains no signature(s).