Fees Policy and Procedures

Little Saints Nursery will provide parents with full information about how and when to make fee payments. The nursery is not for profit organisation and cannot afford to have unpaid fees.

* Fees are calculated per term and broken down into more affordable monthly payments and are payable one month in advance.
* If you are booked into Breakfast club, core sessions and Afterschool club you will receive two separate invoices for these so please keep track on each balance.
* All fees are to be paid by the last date of each month shown on the invoice, other than extra sessions which are paid according to the date on the invoice.
* Failure to pay outstanding fees by the date shown will result in a **£5** late charge added to your balance every week it remains unpaid. A reminder letter, phone call, text or e-mail will also be sent. If this approach still results in non-payment, the following actions will be taken to claim the outstanding fees:

The parent/carer will be invited to nursery to discuss the outstanding balance.

The parent /carer may be able to set up a payment plan to recover the outstanding balance.

The child’s place in nursery will be ‘put on hold’ (those children receiving Free Early Learning Hours will still be able to attend for their free hours), and he/she will not be able to return until the outstanding balance has been recovered or payment plan has been agreed upon and an advance payment is made.

The parent/carer will be given a date when the outstanding account needs to be settled by.

Failure to settle will result in legal proceedings taken to recover the outstanding amount.

This agreement will need to be signed along with a termly attendance form before your child starts their sessions at Little Saints Nursery.

**Fee increase**

As we are a not for profit organisation we try to keep our session prices low and review them yearly. We will inform you at least 1 month in advance of any fee increases.

**Non-funded week**

Little Saints Nursery is a term time only nursery where we operate for 38 weeks of the academic year.

We may sometimes make the decision to open for 39 weeks of the year. On this occasion this extra week will be a non-funded week where FREE EARLY LEARNING ENTITLEMENT cannot be claimed. In the event of a non- funded week you will be notified in advance and asked if you wish to book your child in for extra sessions. These sessions will be invoiced separately to your termly invoice and need paying in advance.

Fee paying parents will also need to book in for sessions on a non-funded week.

**Late pick up fee**

Nursery finishes at 3.20pm core hours. If you are booked in for After school club then your finish time will be dependent on how many hours you booked in for.

 If you are late the following charges will apply.

* 5 – 10 minutes £5 charge
* 10 - 20 minutes £10 charge

And then £5 added every 15 minutes after that.

***I have read and understood this policy in full and agree to the terms in regard to the payment of fees***

Signed parent/carer:……………………………………………..

Print name:…………………………………………………………..