



Name:	Date written:
Fees and Absence Policy	October 2021
Written by:	Date of Review:
Emma Holmes/ Louise Lloyd-Evans	14/9/23
Policy Statement	
This policy is in place to ensure there is a clarity with regards to our requirements when paying for kindergarten sessions	
Aims and Purpose	
To protect our business and to ensure clarity and good partnership working between families and the nursery, these guidelines must be read, understood and agreed during the settling in process. They also can be referred to, should a situation arise with regards to fees or absence.	
Applicability	
Parents	
Definition of Terms	
BACS: A Bacs payment is a bank-to-bank transfer between banks in the UK. Bacs stands for Bankers' Automated Clearing System. It refers to the network of banks and building societies that participate in the Bacs payments scheme.	
Overview	
Deposit and registration fee General fees Tax Free Childcare Absences	
Procedures	
Deposit and registration fee <ul style="list-style-type: none"> o To secure your child's place a deposit of £200 is required for a space. o If you are a recipient of extended funding (30 hours) your deposit is £50 o If you do not take up the space as pre-arranged all deposits mentioned above are considered forfeit. o If you do take up the space this £200 or £50 will be refunded the month after your child leaves the nursery. o You are also required to pay £50 registration fee for your child before the first day of your child attending a session with us. This is added to your first invoice and is non-refundable. 	

General fees

- ⋄ Fees are payable one month in advance. Extras sessions and breakfasts etc. from the previous month will be added accordingly.
- ⋄ Please ensure all payments are made by the 8th day of the month. If they are not, you will be liable to an overdue payment fine of £25. This will be added to your next monthly invoice. Invoices and overdue payments are controlled electronically and therefore please make sure you pay on time as overdue payment fees will be added without exception.
- ⋄ All voucher payments must be paid via BACS and clearly referenced with your child's, not your, name. All other cheques and BACS payments should also be referenced with your child's name.
- ⋄ Please ask if you wish to begin using a voucher company. Chances are we are affiliated with them already; in which case we will give you the account details. If we aren't we will gladly join up with them so just let us know
- ⋄ No cash payments will be accepted and if you do wish (though we don't encourage it) to pay by cheque they must be handed directly to Emma, the Manager, or one of our Pod Leads in the office. All other staff members are not permitted to take payments from parents/carers of any kind. They should be made payable to 'Young Friends Nursery Ltd.'
- ⋄ Our fees are divided and averaged throughout the year. We have already taken money off for bank holidays, inset days and closure days in between Christmas and New Year. Additional reductions will not be made at these times.
- ⋄ If we have to close for any reason beyond our control e.g., severe weather, sudden viral outbreak etc., fees will still be payable.
- ⋄ Fees are reviewed each September and will rise in accordance with inflation and extra services provided. Parents will be given 8 weeks notice of this, in July.
- ⋄ Parents need to check their invoices for mistakes as they cannot be rectified after a month.
- ⋄ Sessions cannot be swapped or 'sold on' to another parent. Each space is contracted to a specific child and their family.

- ⋄ Fees include:
 - Nature Kindergarten activities and trips
 - Seed to plate experience
 - Young Friends Allotment (older children only)
 - Nature workshop activities
 - Beach cleans
 - Nursery pets
 - Washable nappies, provision and launder
 - Weleda nappy cream and grapeseed oil for clean-ups
 - Alturist Sunscreen
 - Organic home-grown fruit and vegetables
 - A completely plant based menu
 - Lunches delivered, fresh from The Professional Nursey Kitchen
 - Snacks, puddings and suppers all made from fresh, at the nursery
 - Daily cooking activities
 - Highly qualified staff team

- 1:6 practitioner to child ratio for over three's (instead of statutory 1:8)

Tax Free Childcare

- Parents can get up to £500 every 3 months (up to £2,000 a year) for each of their children to help with the costs of childcare. This goes up to £1,000 every 3 months if a child is disabled (up to £4,000 a year).
- Parents can get Tax-Free Childcare at the same time as 30 hours free childcare if they're eligible for both.
- Parents can apply for Tax Free Childcare here: [Tax-Free Childcare - GOV.UK \(www.gov.uk\)](https://www.gov.uk)
- They will be given a code which we will need for our records.

Absences

- Absence, illness or holiday days will be charged at full rate to retain your child's place at the setting.

External Links and Organisations

The Professional Nursery Kitchen: <https://nurserykitchen.co.uk/>

Relevant Policies and Documents

Admissions Policy
Arrivals, Departures and Late Collections Policy
Parent Carer Code of Conduct
Early Years Funding Entitlement Policy
Parent Partnership Policy

Authorisation

Signature:



Louise Lloyd-Evans
Owner and Director

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