



Fees and Absence Policy

Written by: Louise Lloyd-Evans

Date Written: 28 July 2025 **Next Review Due:** July 2026

Our Values

Our approach to fees and attendance is based on openness, sustainability and fairness. We know that clarity around payments protects the wellbeing of the nursery community as a whole.

- **Sustainability** – Fair, clear fees allow us to provide consistent, high-quality care
- **Respect** – We trust families to communicate and honour agreements
- **Authenticity** – No hidden charges or vague policies — just honest expectations
- **Supportive Leadership** – We support families when challenges arise
- **Community** – Everyone contributes to a thriving environment for all

Policy Statement

This policy outlines how we manage fees, payments and absences at Young Friends. It supports the financial sustainability of our provision while respecting the realities of family life. All families must read and agree to this policy when accepting a place.

Invoices and Payments

- Invoices are issued **monthly in advance** via Family
- Payment is due **within 7 days** of issue
- Preferred method: **bank transfer**
- Any changes (e.g. sessions, funding) are reflected in the following invoice

Late Payment Charges

To ensure fairness and protect the setting:

- A **£35 late fee** is charged if payment is not received by the due date
- A **further £35 is added every month** thereafter if any amount remains unpaid
- Unpaid invoices after 2 months may result in the child's place being **suspended or withdrawn**

We encourage families to contact us **as early as possible** if there are financial difficulties. We are always willing to listen and discuss possible solutions.

What Fees Cover

Our fees include:

- All meals and snacks
 - Curriculum experiences and activities
 - Eco-projects and sustainability education
 - Outdoor and nature-based learning
 - Staff training and professional development
 - Absence due to illness or holiday
 - Bank holidays
- We do **not** offer fee reductions for:

- Nursery closures outside our control (e.g. power cuts, weather)
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Absence

Parents and families are asked to:

- Notify us by **8.00am** if a child will be absent
- If the child is unwell, let us know the **symptoms**, in line with our Sickness Policy
- Inform us if the child will be away for more than one week, with an estimated return date

Unexplained or prolonged absences may lead to the childcare place being reviewed or withdrawn.

Non-Attendance and Retainers

We do not hold places for long periods unless previously agreed. If a child is absent for 4 weeks or more without notice or reason, their place may be forfeited.

Free Entitlement Funding (EYFE)

We follow the Brighton and Hove Local Authority guidance for EYFE. This includes:

- Clear communication on hours funded and what is included
 - Transparent fees for services outside of funded hours (e.g. meals, extended days)
 - Accurate paperwork and termly agreements signed by families Parents must notify us of any changes to their funding or attendance.
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Withdrawing a Place

- A minimum of **4 weeks' written notice** is required to cancel a child's place
 - Fees remain payable during the notice period, whether or not the child attends
 - Families leaving without notice will be liable for final fees and charges
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Monitoring and Review

This policy is reviewed annually or when:

- Fees are reviewed
 - Government funding changes
 - Practice is adjusted following audit or family feedback Families will be notified of any changes in writing.
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Linked Policies

- Admissions Policy
 - Early Years Free Entitlement
 - Sickness and Infection Control
 - Parent and Family Code of Conduct • Complaints Policy
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Authorisation Signed:

 Louise Lloyd-Evans

Owner and Director

Young Friends Kindergarten

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