



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 end of the billed 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, childcare vouchers or cheque (please note if a cheque is returned due to "insufficient funds" any bank charges incurred will be passed onto the bill payer) unfortunately we cannot accept card payments.

-Children who attend all year (**ie: not term time only**) 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. The same is necessary should you wish to change booked sessions.

- 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 then a settlement process will begin.

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.
- 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.

-Late collection of a child will be charged at £5.00 per 30 minutes.