

# Payment of Fees Policy

## Statement of intent

It is our intention to ensure that the payment of fees is arranged fairly for the families / parents / carers of all children whilst also ensuring that monies are received promptly to allow the nursery to be able to fulfil its own financial obligations.

## Aim

We aim to ensure that all families are treated equally with regard to payment of their fees, whilst further ensuring that all families are fully aware of their obligation to clear their invoices in good time.

## Methods

In order to achieve this aim we will:

- Produce invoices in the following manner;
  - in the second week of the half term for January, April & September and
  - in the first week of the half term for February/March, June/July & November/December.
- Provide a 'payment required' date of no earlier than three weeks after the start of the half term to which the invoice relates.
- Offer the option to pay weekly if required.
- Offer the option to pay by bank transfer.
- Offer the option to pay by any voucher scheme that is able to transfer monies to the nursery bank account without incurring further charges and/or costs.

We will also reserve the right to:

- Add a 10% late payment fee to the following half-term invoice for any parent/carer/family whose previous payment is late.
- Produce a full term's invoice for payment by the 'payment required' date for those parents/carers/families who make consistently late payments (at least twice).
- Reduce the child's sessions to those covered by the amount of funding received from the Early Education Entitlement until such time as outstanding fees have been paid.
- Remove all the child's sessions where there is no funding, until such time as the outstanding fees have been paid.

