



## Kiddie Kapers Nursery & Little Rays Day Nursery



### Fees Policy

#### Policy

- Payment is to be made weekly or monthly in advance, unless discussed with business manager or business support. Invoices will be issued weekly/monthly via email or printed letting you know the cost.
- When your child is first registered, a completed registration form is required to secure your child's place.
- An hourly charge is required for each session for children who are not claiming any Free Early Education
- Free Early Education is available from the term after your child has turned three. Funding may also be available for two year olds who are eligible. If you would like further information as to whether your two year old is entitled to this funding please see the office.
- Once you have agreed your child's sessions, we will require 4 weeks' notice if you wish to decrease the amount of sessions they attend or cancel their place. If either of the above cases arises, the signature on the parent agreement form confirms agreement to pay the fees.
- If you are late collecting your child we will issue a late collection fee of £3 every 5 minutes. This late fee can be prevented by ringing the nursery to let them know you're going to be late.
- If your child is ill or for any unforeseen circumstances, eg. Weather, family concern etc. and cannot attend, fees must still be paid. For all year round children they get 10 days holiday at 50%. This is because staff wages and other expenses still have to be paid.
- If you have any financial worries, it is essential that you discuss this in confidence with the Business Manager or Business support.
- If no payment of fees is made for 1 month, you will be asked to discuss the matter with the Business Manager and business support.