



### **West Earlham Infant and Nursery School Nursery Fees Policy**

1. West Earlham Infant and Nursery School offers Sessional Childcare during Term Time only. Sessions are available each weekday Monday to Friday.
  - A. Morning session from 8.40-11.40
  - B. Afternoon session 12.30-3.30.
  - C. Charges and will be reviewed each year and always be in line with current NCC charges
  - D. Parents/carers can select up to a maximum of 5 or a minimum of 2 sessions per week.
  - E. Parents/carers cannot opt for a mixture of morning and afternoon sessions
  
2. At West Earlham Infant and Nursery School we aim to provide a transparent and clear system for payment of fees. We aim to provide a payment system that is flexible and affordable for families which deals with non-payment in a swift and fair manner.
  
3. Our method of invoicing families is in accordance with Norfolk County Council's procedures for charging families in order for us to join the Local Agreement.
  
4. **NOTICE PERIOD FOR CANCELLATION**
  - A. A period of four weeks' notice must be given for cancellation of a child's place.
  
5. **ALTERING SESSIONS**
  - A. To alter a child's session, four weeks' notice is required. This includes increasing and decreasing the amount of sessions which may be attended. Please note that an increase of sessions may not be available.
  
6. **CONFIRMATION PROCEDURE**
  - A. Families will receive confirmation of sessions booked. This will clearly state session times booked for the term.
  - B. On receipt of this confirmation, families will be expected to sign and return a booking and fees payment contract prior to the commencement of their child's sessions.
  
7. **INVOICING PROCEDURES**
  - A. Invoices will be issued for the following months sessions a week prior to these taking place.

## **8. PAYMENT OPTIONS**

- A. Payments can be made by cash and cheque (made payable to West Earlham Infant and Nursery School) or via direct bank transfer.
- B. Payments are made at the school office and a receipt will be provided as proof of payment. The school will hold a duplicate copy.
- C. Any charges made against the school for un-presented cheques will be passed onto families.
- D. The school will accept childcare vouchers as a form of payment.

## **9. ABSENCES**

- A. Fees continue to be payable if a child is absent due to holiday, illness or any other reasons. If a child is absent for a long period due to illness, the nursery will decide on a case-by-case basis as to whether fees should be paid for the period.
- B. If a family chooses for their child not to attend an agreed session, no alternative sessions will be offered.

10. Each child's attendance at West Earlham Infant and Nursery School is conditional upon continued payment of any necessary fees.

## **11. NON-PAYMENT OF FEES**

- A. West Earlham Infant and Nursery School reserves the right to withdraw the offer of a place where fees are in arrears for more than one month.
- B. The school will take legal action to recover any fees due and where non-payment has occurred the school will follow its Bad Debt Policy.

## **12. LATE PAYMENT/ NON-PAYMENT OF FEES PROCEDURE:**

- A. After one week of non-payment or late payment, the school will issue a verbal reminder of the contract.
- B. After two weeks of non-payment, the school will suspend the childcare place, and child will not be allowed to come into the nursery until the fees are paid in full. Fees will still be applicable during the two weeks the nursery suspends the place.
- C. If the fees are not paid in full after four weeks, the nursery will terminate the contract and issue a letter to confirm this.
- D. All costs incurred in the collection of unpaid fees including administration costs and costs from using solicitors or debt collection agencies where needed will be recoverable in full.
- E. The school will follow its Bad Debt policy in relation to this payment

## **13. PAYMENT DIFFICULTIES**

- A. West Earlham Infant and Nursery School will work with families to minimise any disruption to children's care and education. We understand that some families may experience financial difficulties. Families experiencing financial difficulties should discuss this as soon as possible with the school office or Deputy Head Teacher so that a payment plan can be put into place.

#### **14. LATE COLLECTION OF CHILDREN**

A. A late collection charge of £5 per 15 minutes is made if a child is collected beyond the scheduled pick up time. This will be added to the invoice for the following month and must be cleared that month.

#### **15. WHAT FAMILIES NEED TO PROVIDE**

A. Families are responsible for providing nappies, wipes and any other items for individual children. The nursery will provide milk and snack during the session.

#### **16. EMERGENCY CLOSURE**

A. In the event of an emergency closure due to unexpected circumstances (such as poor weather) any fees already charged will not be refunded.

#### **17. FEE INCREASES**

A. Fees are reviewed annually by the Governing Body in April and are subject to change.

### **Approval**

This policy has been reviewed in line with the 2010 Equality Act and Public Sector Equality Act. Due regard has been given to Equality.

This policy was reviewed and approved in **March 2022**. The date of the next formal review will be **March 2023** and every year thereafter, unless statutory legislation changes.

Policy approved by the Head Teacher of West Earlham Infant and Nursery School.