



Molescroft Farm Children's Nursery

Fee Payment Procedure

This document forms part of the welcome pack given to parents and carer's during initial registration. In addition the Nursery Director is available to discuss any queries or concerns relating to nursery fees.

Nursery fees are charge as follows and children may attend for either morning, afternoon or full day sessions.

Schedule of fees – from 1/9/17

Full day

	Under 3 years	Over 3 years
<u>Days per week</u>	<u>Per week</u>	<u>Per week</u>
5	£217.50	£202.50
4	£178.00	£166.00
3	£136.50	£127.50
2	£93.00	£87.00
1	£47.50	£44.50

Mornings only

	Under 3 years	Over 3 years
<u>Days per week</u>	<u>Per week</u>	<u>Per week</u>
5	£141.25	£133.75
4	£115.00	£109.00
3	£87.75	£83.25
2	£59.50	£56.50
1	£30.25	£28.75

Afternoons only

	Under 3 years	Over 3 years
<u>Days per week</u>	<u>Per week</u>	<u>Per group</u>
5	£131.25	£123.75
4	£107.00	£101.00
3	£81.75	£77.25
2	£55.50	£52.50
1	£28.25	£26.75

	Under 3 years	Over 3 years
Extra days	£47.50	£44.50
Extra morning	£32.25	£30.75
Extra afternoon	£30.50	£28.75
Extra hour outside funded times	£6.50	£6.50

Morning sessions are from 7.30am until 1pm
 Afternoon sessions are from 1.00pm until 6.00pm
 Full day sessions are from 7.30 until 6.00pm

Children who are accessing the 15 or 30 hours per week of FEYP funding will be charged for all meals and drinks during these sessions. These are charged at £3 per morning session and £1.50 per afternoon session.

Alternatively, parents may send their child to nursery with packed meals.

The Nursery Director and Nursery Owner review fees at annual intervals on the 1st September. An annual fees increase will take place on the 1st September each year.

A 5% sibling discount is available if two or more children attend Nursery. This discount applies to the child attending for the least sessions, or to the eldest child if both children attend for the same sessions.

A late collection charge of £7.50 per 15 minutes will be applied to a child's account in the event that the child is not collected on time and no alternative arrangements have been made with the Nursery Manager or Director.

An £8.00 Administration Charge will be added to your account in the event of a cheque being returned to our bank unpaid or marked represent to drawer.

Payment of fees

All fees are to be paid monthly in advance. Fees may be paid by Childcare Vouchers or Standing Order into our account by no later than the first of every month. Fees are calculated by multiplying the weekly fee for your child's sessions by 51 and dividing this figure by 12. This gives us the monthly amount of your standing order.

Childcare Vouchers allow you to nominate a specific portion of your salary to be paid to you by way of a childcare voucher. This proportion of your salary is then exempt from tax and national insurance and potentially could save some parents in the region of a thousand pounds per year. For further information please contact the Nursery Director.

There is a range of financial assistance available to parents to help pay towards their childcare costs. We are able to signpost parents to appropriate organisations. For further assistance with this, please speak to either the Nursery Director or Manager or see the poster in the main reception area.

Fees continue to be payable for periods of absence due to sickness and holidays. Normal fees will apply for all public holidays.

The Nursery will close for one week over the Christmas period and no fees are charged for this period.

The parent/carer who signs the Registration Form will sign a declaration on the Registration Form that they agree to be legally responsible for the payment of fees. In all cases the invoice will be addressed to the parent signing the Registration Form unless a request to the contrary is made in writing and signed by both parents.

Between the 20th and the 25th of each month the Nursery Director will provide each child's main carer, by email, with an invoice for sessions booked for the following month. The invoice will also include any additional sessions or charges.

All fees must be paid, in advance, by the 1st of the month in which the sessions invoiced fall. Where fees are paid by cheque, Childcare Voucher or other means which do not clear on the same date as payment is made, adequate time must be allowed for the payment to clear into our account by the 1st of the month.

Please note that any fees paid in cash will incur a 1% surcharge to cover additional bank costs unless previous arrangements have been made with the Nursery Director.

In the event of fees being outstanding for more than 7 days you will receive notice to withdraw your child from Nursery immediately. If a child should be excluded for non-payment then their place will not be held open for them and will be allocated to another child.

We also reserve the right to give 7 days notice to withdraw your child from Nursery, to any parent who regularly fails to pay their fees on time in accordance with this agreement.

Please note that in both instances children will be permitted to continue to attend any Nursery Education Funded Sessions.

Molescroft Farm Children's Nursery reserve the right to charge interest on all invoices issued at the rate of 8% per annum pursuant to Section 69 of the County Courts Act 1984, from the date in invoice to the date of payment.

If parent are experiencing financial difficulties, or are likely to experience financial difficulties in the near future, they are asked to approach the Nursery Director immediately in order to discuss possible alternative methods of payment.

All payments and records relating to payments will be maintained by the Nursery Director. Payments may be made to the Nursery Manager or Deputy Manager the owner's absence.

In the event of a parent/carer wishing to give notice to remove their child from Nursery, or to decrease their sessions, they are required to give 1 months notice in writing, Fees continue to be payable throughout this notice period regardless of whether the child attends Nursery.

In all cases we will pursue payment of unpaid fees, together with accumulated interest, though the small claims court.

Parents Name: _____

Parents Signature: _____

Date: _____