



# **Fees Policy**

## **September 2024**

<b>Document Title</b>	Fees Policy	
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<b>Approved/Ratified by</b>	Board of Trustees	<b>Date</b>
<b>Distribution</b>	All Nursery Staff	

Please note that a record of the changes made to the original issue of this document can be found at Schedule 1 after any Appendices to the Policy/Procedure.

<b>Version Number:</b>	<b>Publication Date:</b>	<b>Nature of, and Reason for, Change(s)</b>
1	July 2023	Original
2	September 2024	Reviewed and updated

### **Policy Statement**

It is our intention to make our nurseries accessible to children and families from all sections of the local community.

At Howgill we understand that the cost of childcare may seem expensive to parents / carers and therefore we continue to strive to be the most affordable local nursery; however, providing a high quality, safe and stimulating

service for children is not cheap. To ensure continued high standards and sustainability of the setting we ask parents and carers to comply with this policy in respect of the fees payment.

Childcare fees are invoiced monthly which must be paid within 28 days of the billing date unless other arrangements have been made with management.

The level of fees will be solely set by the Trustees of Howgill and reviewed periodically in line with rise in inflations, National Living and Minimum wages and in the light of the nursery's operational strategy as well as any other broader or social considerations deemed relevant.

Once you have been offered a place at the Nursery, you will be required to sign a Parent/Carer Contract with the nursery. Once this is received you will be invited to a settling session for your child at a mutually agreeable time. Settling In Parents will be charged during the Settling in period, which is usually up to 3 sessions each lasting an hour.

### **Paying Nursery Fees**

We accept Direct Debit, Standing Order, Vouchers and through Parentzone app as the main ways of paying the nursery fees.

#### **Our bank account is held with NatWest Bank and the details are:**

- Account name: **Howgill Family Centre**
- Sort code is **01-09-54**
- Account number is **60532750**

\*Payments by Cheque / Cash will only be accepted temporarily and in limited circumstances\*  
Cheques should be made payable to Howgill Family Centre. This should be placed in an envelope and the child's name, DOB, and enclosed amount stated on the envelope.

### **Non-payment of fees and Arrears**

All fees and vouchers not received by the 28th day of the billing date will be deemed late. Should a parent/ carer have problems paying their child's fees on time they should communicate in confidence to the setting manager who will then come to an agreement with them as to how their child can continue at the nursery while they sort the fees out.

If an arrangement has not been made, then the following procedure will apply:

#### **PROCEDURE:**

Any account falling into arrears will trigger the following procedure:

- ❖ If payments are 3 weeks late, a Late Reminder Invoice (LRI) will be issued, and you will additionally incur a £10.00 charge for late payment.
- ❖ If this fails a letter will be issued informing that if the account is not paid in full by month ending the account arrears may be passed to a Debt Collection Agency and the child will be unable to attend nursery.

Any child leaving the setting with outstanding fees will trigger the following procedure:

- ❖ To give a last opportunity to settle an account the parent / Carer will be informed of the date that information will be passed to the Debt Collection Agency.
- ❖ If the account is not settled it is out the hands of the setting, and all payment plus any additional charges by the debt collection agency will have to be paid to them.

Howgill Family Centre thanks all parents and carers for their understanding and will do all that it can to avoid the above situation.