



Nursery Fee Policy

Last Review: 21/08/2025

Next Review: 21/08/2025

1.0 Policy Statement

Fees fund high-quality childcare and staffing. We set fees transparently, review them annually, and invoice clearly so parents can manage costs. We support families to access government help (funded entitlements, Tax-Free Childcare, employer schemes) and we follow national and local rules, so funded hours are free at the point of use.

2.0 Our Legal Obligations

Early education & childcare statutory guidance (2025): funded hours must be free to parents; any charges for meals/consumables/optional extras must be voluntary and itemised; parents must not be required to buy extra hours to access funded hours.

Local authority provider agreement: comply with local funding rules, transparency requirements and any deposit/refund conditions for funded places.

Consumer law (fair contracts): terms, fees, notice and charges must be fair, clear and prominent.

Tax-Free Childcare / workplace vouchers: accept eligible payments in line with scheme rules.

3.0 Procedures

3.1 Fee reviews and notice

We review fees annually (normally for September) and give written notice in good time (typically July). If exceptional changes are needed, we still give reasonable notice.

3.2 Payment options and due dates

Monthly: Invoices will be sent on the 1st of every month and must be paid by the 10th of every month.

Methods: All payments are taken through Famly with some exceptions or reasonable adjustments if cash is preferred.

Extra sessions: payable through Famly and will appear on the next invoice.

3.3 Funded entitlements (15/30 hours and expanded offers)

- Funded hours appear on invoices at £0.00 and are free at the point of use. We do not require parents to purchase additional hours to access funded hours.
- We may charge for meals, snacks, consumables or optional extras; these are voluntary and itemised. A reasonable alternative (e.g., packed lunch or waiver) is offered so families can take up funded hours without paying extras.
- Any deposit taken for a funded place, if used, will be refundable within a reasonable period after take-up (or offset against fees).
- Bank holidays: We do claim funded hours for closed days. You will not receive this entitlement back.

3.3 Absence and holidays (paid hours)

Booked paid sessions are chargeable whether attended or not (including sickness and holidays) because staffing ratios are planned in advance.

3.5 Late payment, arrears and suspension

- Late fee: £6 per week while any balance remains overdue.
- Steps: first missed payment → confidential discussion; if unpaid → written reminder and meeting; if still unpaid by the agreed date or within a month → we may suspend the place until cleared and begin recovery of the balance. We apply this fairly and transparently.
- We reserve the right to refer to debt collection companies.

3.6 Late collection

Late collection is charged at £10.00 per incident. Repeated lateness may lead to a higher charge and/or a review of arrangements.

3.7 Notice to end a place

We require four weeks' written notice (or four weeks' fees in lieu). For funded places, we cooperate with transfers so children can continue their entitlement elsewhere.

3.8 Invoicing and transparency

Invoices clearly show funded hours (£0.00), paid hours, meals/consumables, and

any extras on separate lines. A concise Fee Sheet & Charging Summary is available so families can see what's included what's optional, and what alternatives exist.

3.9 Support with costs

We signpost families to help with childcare costs (Tax-Free Childcare, Universal Credit/Tax Credits, local authority guidance) and provide confirmation letters for claims on request.

4.0 Roles and Responsibilities

Nursery Manager: sets/reviews fees; issues invoices; applies arrears procedures; ensures funded offers and charging remain compliant with national and local rules.

All staff (including office/admin): Direct fee/arrears queries to the Manager.

Parents/Carers: pay by the due date, keep payment details up to date, tell us promptly if there's a difficulty, and work with us on any arrears plan.