Fee's policy

Policy statement

It is our intention to make our setting accessible and affordable to all families from all sections of the local community. We offer flexibility with our sessions and want all our families to be accommodated for whether they are accessing FREE funded places or whether they pay their fees.

Procedures

- By registering your child at Alcester Nursery Studio Ltd, we ask that a **non-refundable voluntary** contribution of £30 is paid and when your child starts, they will receive a welcome pack including a nursery T-shirt and drawstring bag.
- On registering a child with the nursery, a contracting parent will sign to say they agree with the nursery policy on fee payment.
- Fees are payable by bank transfer into the nursery bank account; details are on the bottom of invoices.
- Invoices will be issued on a monthly basis at the start of each month for the month ahead and payment will need to be made within 14 days of the invoice date to avoid any late payment charges.
- Fees will cover all sessions for which the child is enrolled – including any sessions not attended by the child for instance due to illness. Payment for Teacher Training days (when the nursery is closed to children but staff are in attendance, training) will be at the discretion of the Nursery Manager.
- In case of a child's long-lasting illness where parents may experience difficulties in paying fees. Parents can speak confidentially to the manager and individual cases will be looked at.

Funding Available

There are several government funding options to help parents/carers with childcare costs.

Parents may use **one** of the following schemes:

- **Tax-free childcare-** for working families
- **Universal credit-** for working families
- **Tax credit-** for working families

Any one of the schemes can be used with Free Hours of Childcare

- **For 2-year-olds**– Working parent entitlement (30 hours per week over 38 weeks of the year)
  For families receiving some additional forms of support (15 hours per week over 38 weeks of the year)
- **For 3 & 4-year-olds**– For all families (15 hours per week over 38 weeks of the year) can be combined with the working parent's entitlement to make up to 30 hours

For full details visit: childcarechoices.gov.uk

Late and Non-Payment of Fees Policy

- The nursery would try to avoid any situation which would lead to a dispute between the nursery and the parent over the late payment or, in extreme cases, non-payment of fees.

- The parents must understand that non-payment of fees may jeopardise their child's place.

- We accept payments to our Nursery bank account, and in very rare occasions, in cash.

- Payment of invoices should be made within 14 days of an invoice being issued. If after the 14 days, no payment has been paid then you will receive a reminder. If the full fee has not reached our account by the date issued on your invoice, then you may receive a late payment charge of £25.

- If the payment has not been settled in full in 4 weeks, the Nursery can then demand that the parents of the child withdraw the nursery place until all monies have been settled in full.

- After 8 weeks of non-payment court proceedings may be initiated. All legal and court costs will be included in the final bill amount outstanding including any tracing fees.

- If parents at any time experience payment difficulties, then please talk to the nursery manager or finance manager in the first instance who will endeavour to help with the situation.

If the parent no longer wishes to use their child's place, then they must agree to give one months' notice of their intention to leave and should understand that they will be required to pay the fees due during the whole notice period.

The fees may be subject to periodic reviews; increases will be notified at least one month in advance but under extreme cases a shorter notice period can be given.

Reviewed by Jess Sreeves – 20th October 2026

Please print, sign and date your agreement to follow this policy and take it as a binding contract between you and Alcester Nursery Studio Ltd.

Child's name:

Parent/Carer name:

Parent/Carer signature:

Date: