

General Welfare Requirement: Organisation

Providers must plan and organise their systems to ensure that every child receives an enjoyable and challenging learning and development experience that is tailored to meet their individual needs.

Administration

10.13 Charges & Fees Policy

Policy Statement

It is our intention to make our setting accessible to all children and families.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.2 Inclusive practice	2.1 Respecting each other	3.3 The learning environment 3.4 The wider environment	

- Payment terms must be agreed at the beginning of the contract.
- Fees will be charged and invoiced weekly.
- Invoices will be produced and available for Parents on the Monday prior to the Monday of the week for which payment is required. Payment of the invoice must be made before the child's attendance. For example, invoices made available on Tuesday 29th March 2016, must be paid before the end of the day on Friday 2nd April 2016, in order for a child to be allowed to attend the Pre-School during the week commencing Monday 4th April 2016.
- Invoices will show a clear payment due date.
- If fees enter into arrears, we reserve the right to suspend a child's place until full payment is made. If payment is then not received within 10 working days, we reserve the right to fully withdraw a child's place. Invoices that remain unpaid after a period of 20 working days may be passed to a Debt Collection Agency.
- A reasonable fee will be charged for the provision of lunch and tea as packed lunches are not encouraged in the setting.
- Two weeks annual family holiday at 50% of the normal fee for the missing period is given. Parents must claim this discount in writing 10 days before they wish the entitlement to be given.
- Under special circumstances, the nursery will make special payment arrangements with individual parents.

This policy was adopted at a meeting of _____ name of setting

Held on _____ (date)

Date to be reviewed _____ (date)

Signed on behalf of the management _____

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committee

Name of signatory

Role of signatory (e.g. chair/owner)
