

## Policy statement:

To ensure the continued high standards and sustainability of the nursery, we must ask that parents/carers respect our policy in respect of fees.

The prompt payment of fees is essential for the smooth running of the Nursery and much appreciated!

## Payment terms and conditions:

- Payment of fees for all sessions booked, including lunch club, should be made at the start of each week - **sessions must be paid for in advance, not in arrears.**
- **Payment is required for all sessions booked, even if the child is absent through illness or holiday.**
- Parents/carers wishing to negotiate any other payment arrangements (e.g. paying half termly or termly) should discuss this with Nursery at the earliest possible opportunity. Payment in this case should be made in advance, not in arrears.
- Cheques are preferable and should be made out to Coleshill C of E Primary School. **Cheques that are returned to us by the bank will incur an administration fee of £10 + bank charges.** We also accept payment by cash and childcare vouchers.
- **Please be aware that continued failure to pay fees on time or not at all with no explanation may result in a child's place being withdrawn and a debt collection agency being engaged to recover the amount owed.**
- Parents/carers are encouraged to speak to a member of staff if they have any query about the fees policy, or if, for any reason, they are likely to have difficulty in making a payment on time. Parents/carers are strongly advised to arrange a meeting at the earliest possible opportunity, to avoid jeopardising their child's place at Nursery.
- The fees will be set by the Governors and reviewed annually in the light of Nursery's financial position, its future strategic plans and any other broader economic or social considerations deemed relevant. We will give 4 weeks' notice of any change in fees.

## Communications process for fees due:

At the start of each half term, parents/carers will be issued with a **Fee breakdown** of the amount owed week by week for the half term, based on the sessions booked. This document also serves as a record sheet of payments made and contains our key terms and conditions relating to payment.

Name		Date of Birth: XX.XX.XX																		
Date week beginning	Monday			Tuesday			Wednesday			Thursday			Friday			Total	Paid	CF/O	Staff Signature	Parent Signature
	Am	L	Pm	Am	L	Pm	Am	L	Pm	Am	L	Pm	Am	L	Pm					
1.6.15																10.80				
8.6.15																10.80				
15.6.15																10.80				
22.6.15																10.80				
29.6.15																10.80				
6.7.15																10.80				
13.7.15																10.80				
<b>Total</b>															<b>75.60</b>					
Comments																				

Absence: Au = unnotified absence H = Holiday S = Sickness U = un-notified absence  
 NEP 31 eps sessions NEP 21 ps sessions Paid sessions Lunch sessions

I confirm that I have not been asked to pay any fees to top up the nursery Education Funding  
 I agree to pay all fees at the beginning of each week or in advance.  
 I agree to give 4 weeks' notice for cancellation of sessions or 4 weeks' fees in lieu of notice.

Sign: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_



## Communications process for the non-payment of fees:

**1<sup>st</sup> step:** If fees are not paid on time, Nursery will speak to the parent/carer and issue a written **Statement** to notify them, requesting payment at the earliest possible opportunity.



Statement - 13<sup>th</sup> May 2015

Name

2 lunch sessions a week.

Amount owed for this half term:

4 weeks @ £7.20 £28.80

Total £28.80

Thank you.

Sunflowers Nursery



Sunflowers Nursery at Colehill C of E Primary School

10045 Jug Road, Colehill, B46 3LL  
 01675 463672 www.sunflowerscolehill.co.uk nursery3586@welearn365.com

If significant money is owing, a **Payment plan** will be offered in writing, to add the debt to the weekly fees and split it between the remaining weeks in the half term.

[DATE]

Dear PARENT,

As discussed previously, an amount of [£xx.xx] is owed for [Name's] nursery fees from last half term.

Please could this either be paid as a lump sum at your earliest convenience, or added to your fees for this half term and split across the [x] weeks.

If you wish to take this option, your weekly payment amount is [£xx.xx] per week.

Thank you for your support in this matter.

Best regards,

Mrs Holt  
Administrator

**2<sup>nd</sup> step:** If payment is not forthcoming, a **Formal warning letter** will be issued as follows:

[DATE]

Dear PARENT,

Further to our previous communication, our records show that there is still an outstanding balance of [£xx.xx] for [Name's] Nursery fees for [date].

Please make payment for the total of [£xx.xx] in the next 7 days to avoid any further action. As per our Fees Policy we reserve the right to withdraw your child's place at Nursery if fees remain unpaid.

If you are experiencing any difficulty paying then please let us know so we can discuss options to help you.

If you have any further questions please do not hesitate to contact Nursery on 01675 463672.

Yours sincerely,

Mrs Holt  
Administrator

**3<sup>rd</sup> step:** If payment is still not forthcoming, the matter will be escalated to the school's Governing Body and a **Final letter** will be issued as follows:

[DATE]

Dear PARENT,

I have been informed by Sunflowers Nursery that despite communications dated [DATE] & [DATE], there is still an outstanding balance of [£xx.xx] for [Name's] Nursery fees.

As you have not made any payment towards this debt, the Governing Body have no other option than to follow the Fees Policy, removing your child's Nursery place and referring your outstanding balance to a debt collection agency.

If you have any further questions or wish to discuss this decision, please contact Nursery on 01675 463672.

Yours sincerely,

Mr Carl Hindle  
Chair of Governors