



Little Nick Nursery and Preschool

Payment and fees policy – September 2022

Fees are due every month in advance and by the first day of the month. You will receive your fees by email on the 15th of every month.

Fees can be paid by cash, bank transfer or using childcare vouchers.

Late payment of fees

If fees are not paid on time then Little Nick Nursery and Pre-school reserves the right to undertake any of the following actions as appropriate:

- Exclude the child from pre-school
- Charge interest on the amount outstanding at a daily rate of 5% above the base rate of Natwest plc

Where a family owes money and is not prepared to agree a plan of action to clear the debt, the setting also reserves the right to withdraw free entitlement funding in our setting for their child/children until the debt is cleared.

Payment plan

If a parent/carer is unable to pay the fees within the time period then they must advise the manager and provide a genuine reason why they are unable to pay. In exceptional circumstances Little Nick Nursery and Preschool may agree to fees being paid by a payment plan.

A payment plan is a plan agreed between the setting and the parent/carer detailing the dates and amounts to be paid. If the plan is not adhered to by the parent/carer then the will implement its policy on late payment of fees.

Childcare vouchers

We are able to accept childcare vouchers from your workplace as payment for our fees. Please contact the setting manager to discuss the details including the contact details of the



voucher provider, frequency and amount of payment. If your company uses a provider we are not yet registered with then we will endeavour to register with that provider.

Payment of fees

For your child to keep her/his place at the setting, you must pay the fees promptly. We are in receipt of the free entitlement funding for three- and four-year-olds; where funding is not received, then fees apply. Failure to do so could result in your child being excluded from the setting.

Free entitlement for eligible 3 and 4 year olds

The 2022/2023 free entitlement provides 15/30 hours of childcare each week (38 wks per year at the rate of £4.38ph) for every child from the term after a child turns 3 years old. We will provide you with a form to fill in, sign and return at the start of each term in order for you to access the free entitlement.

Free entitlement for eligible 2 year old funding

The 2022/2023 free entitlement provides up to 15 hours of childcare each week (38 wks per year at the rate of £6.13ph) for every child from the term after a child turns 2 years old. We will provide you with a form to fill in, sign and return at the start of each term in order for you to access the free entitlement.

Request for additional days

Requests for additional days will only be granted if there is space available and we have adequate staff supervision. Requests will not be granted if fees are not up to date. Payment for any additional days will be added to the next invoice.

Absent children

Fees must still be paid even if a child is absent.

Notification of change in attendance

8 weeks notice in writing must be given when withdrawing a child or decreasing the days of attendance, failure to do so will result in fees being charged for the following month.