



FOOTSTEPS PAYMENT POLICY

1. On registering a child with the nursery, the contracting parent will agree to the nursery policy on fee payment. It will be understood that fees may be subject to periodic reviews. Increases will be notified at least one month in advance
2. While fees may be paid by another party the payment will be the responsibility of the contracting parent.
3. Payments can be made by cheque or bank transfer. Parents are asked to confirm how and when the payment has been made.
4. Fees are payable monthly, in advance. Fees cover all sessions for which the child is enrolled - including any sessions not attended by the child for instance due to illness. Parents who are experiencing hardship can request a weekly payment plan.
5. In case of child's long term illness, payment for the first week will be in full, for second week half fees will be charged and the third and subsequent weeks of illness are free. The Nursery will require information from a doctor if the parents wish to receive this discount for prolonged absence caused by illness.
6. We accept Child Care vouchers.

Funding options:

- a. 3 year olds: Nursery Education Grant. Children are entitled to 15 hours of early education from the term after their 3rd birthday.
- b. 2 year olds: Families on a low income, or who meet other certain criteria, can receive 570 hours free education. This funding applies from the term after the child's 2nd birthday.
- c. **Tax Credits** provided by the Government. The amount available is dependent on individual circumstances.

Late and Non Payment of Fees

The nursery will try to avoid any situation which would lead to a dispute between the nursery and the parent over the late payment or non-payment of fees. We aim to ensure that any issues are brought to the parents' attention swiftly so that any problems can be rectified as easily as possible.

Non-payment of fees may jeopardise the placement. Any parent experiencing difficulties with payment is asked to speak to the Nursery Leader or Admissions Secretary who will endeavour to help with any situation.

If payment is not received on time you will receive a reminder. If the full fee is not paid on time you may be charged a £5 penalty.

If a payment by cheque is refused by the bank you may be charged a £5 penalty.

If the payment has not been settled in full in 4 weeks the Nursery may then withdraw the nursery place until all monies have been settled.

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

Termination and Refunds Policy

After an offer of a place has been made by the nursery but before acceptance by the parent/carer either party may cancel the offer by serving 7 days written notice.

If the offer has been accepted by the parent/carer either party may terminate this agreement by the service of one calendar month's notice in writing by completing the notification of leave form. Parents will remain liable for fees throughout the notice period.

During that said one month period the nursery undertakes to continue to admit the child and the parent/carer undertakes to pay all fees due. In the event of the parent/carer failing to pay the month's fees the child's place will be immediately withdrawn and the nursery will be entitled to serve a formal demand for payment of such monies.

In the event of the parent/carer giving notice of withdrawal of the child and immediately withdrawing the child the nursery will be due one calendar month's fees in lieu of notice.

Failure by the parent/guardian to provide one calendar month's notice will render the parent/carer liable for one month's fees.

Parents may end the agreement without giving notice in the event that the Nursery breaches any of its obligations and have not or cannot put right that breach within a reasonable period of time.

We reserve the right to immediately terminate this agreement if:

you have failed to pay your fees by the due date.

you have breached any of your obligations under this agreement and you have not or cannot put right that breach within a reasonable period of time

you behave in an unacceptable manner in breach of the Code of Conduct

your child's behaviour becomes unmanageable and is causing harm or distress to others

The Nursery reserves the right to terminate any child's enrolment, or restrict access to parent/carer or child, at any time without notice, in consideration of the protection of other children and staff, and the well-being and smooth operation of the Nursery. Any disruption caused by a parent or child that is deemed inappropriate or not conducive to a nursery environment, or undermines the reputation of the Nursery, or its staff, will be cause for termination at the discretion of the Nursery Manager.

We reserve the right to amend these terms and conditions and will provide a minimum of one month's notice prior to any changes.

The Committee will consider special circumstances and may not apply any penalties or charge any fees

Leader..... Date

Chair..... Date