



*Sunflowers Day Nurseries (EY) Ltd*

## **Fees and Payments Policy**

Sunflowers Day Nurseries (EY) Ltd has a clear policy on money management, it is

### **No Pay, No Play**

We require your fees on time please.

All fees are to be paid before the 7<sup>th</sup> of each month.

It is expensive to provide high quality childcare, qualified staff, staff continuous professional development, meals and snacks, rent, utilities, security, disposal of nappies, etc. If fees are not paid on time, it causes great difficulties and hardship on the nursery. Please help us by paying your fees on time.

Invoices will be sent 24<sup>th</sup> of each month, for the following month.

If fees are not paid in full by the 7<sup>th</sup> of each month there will be a 10% late payment fee added. Failure to pay this in another 10 days will result in your child's place being suspended. If fees are still outstanding by the end of that month, we reserve the right to withdraw your child's place, and your debt passed on to our debt department.

All children's absences must be paid for, absences due to sickness, or if we have asked you to collect your child, fees are still payable.

Holidays are calculated annually; please let a member of staff know at least a week in advance if your child will be absent due to holiday.

If you are late collecting your child, after their allocated session has finished, there is a charge of £10 for every 10 minutes per child. If this does occur, payment in cash is required, within 48 hours please.

If you pay your child's monthly fees using a credit card there will be a 2% surcharge on the payment.

Commencing 1st January 2017 our fees are inclusive of Bank Holidays.



## *Sunflowers Day Nurseries (EY) Ltd*

If your fees have previously been in arrears, Sunflowers Day Nurseries (EY) Ltd reserves the right to require any future fees to be paid monthly in advance.

Sibling discount will only apply if all children are fee paying.

Yearly fees are calculated by weekly fees times by 51 weeks divided by 12 months. Sunflowers Day Nurseries (EY) Ltd closes the week between Christmas and New Year.

### **Funding**

Funding for 3- & 4-year olds is for 15 hours per week over 38 weeks per year.

The funding you are entitled to is deducted from your annual fees and the remainder divided over 12 equal payments. You will receive an annual invoice in November/December, clearly showing your fees for the following year and showing your free hours. If you have a funded only place, you will receive an annual invoice detailing a zero balance.

### **30 hours funding**

It is your responsibility to get your voucher code and update when required, failure to update will lead to full fees being paid. When you first get your voucher, you need to bring that to the management team who will give you a form to complete, and then we can verify your code. Your fees are calculated on an individual basis by the owner, and you will receive a statement letting you know payments each month.

Staff	Date	Review date
Karen/Tracy/Amy/Sheila/Hannah	April 2021	December 2021