

# PEMBURY SCHOOL HOUSE NURSERY



## INFORMATION AND RECORDS

### Fee Policy

#### *Statement of Intent*

It is our intention to ensure that money for fees is collected and stored securely whilst on the premises. Fees are charged with the intent of providing sustainable and high quality learning opportunities for all children in our care.

#### *Methods*

To meet this Aim;

- parent(s) are invoiced for two terms, three times per year, ensuring that regular payments are made.
- if payments are not up to date this may affect your child's nursery place.
- half of the invoice balance is to be paid prior to the end of the first term and the remainder prior to the end of the second term of the term.
- parent(s) are welcome to pay weekly, monthly or termly and payments can be made via standing orders, bank transfer, vouchers or cash
- cheques are not accepted.
- fees will still be charged during periods of closure.
- payments are to be clearly named and given to a staff member.
- we ensure that the intake of fees is recorded clearly in a receipt book.
- we ensure that receipts are given for all payments made.
- we ensure that all money is stored securely under lock and key.
- a full session fee will be charged to parent(s)/carer(s) who are repeatedly late to collect their child, notification will be given to the parent(s)/carer(s).
- we offer the Free Early Education funding, allocated the term after the child's 3<sup>rd</sup> birthday. 3 hours are offered per morning session attended. 5 hours of funding may be used per day. A maximum of 15 hours per week. A wrap around fee will be charged for any time exceeding these hours. Please see government website or liaise with staff for current guidelines.

This policy was updated and adopted by the Trustees of Pembury School House Nursery.