

# **Policy on Payment of Fees**

## **Agreement**

All contracted persons are required to pay fees in advance as stated on the Care Agreement between the parent and nursery. The person who signs the agreement is referred to as the contracted person in all instances. No matter what frequency of payment actually may have been agreed, such as monthly, the fees are chargeable and calculated weekly.

## **Contracted Parents Responsibility**

Where a contracted person suggests that another person will pay the fee, the parent will be reminded of the contracted person's obligation. The nursery will of course accept payment from another person, but if payment is not made on time it is the contracted persons to whom the nursery will be liable.

## **Fees for Additional Sessions**

If booked in advance, fees for extra sessions must be paid on the first day of the week the child attends for additional sessions. If extra sessions have been taken on an unplanned basis, fees are payable on the last day of the week that the child attends for additional sessions.

## **Altered Frequency of Payment**

If a contracted persons wishes to pay on a frequency other than weekly or monthly and if agreed by the nursery then a statement of "SPECIAL ARRANGEMENT" will be made on the reverse of each copy of the Care Agreement and signed and dated by both parties. Fees must always be paid in advance for the period to which they relate and so to avoid the account falling into arrears fees must be paid weekly/ monthly until the nursery has received the first altered frequency payment. The person signing the SPECIAL ARRANGEMENT must be the same person who has signed the Care Agreement. The statement shall contain the amount, frequency and method of the new payments and a date at which these will start.

## **Failed Transactions**

Cheques are taken on trust. If a cheque payment is not honoured a charge of £10 per failed transaction will be made and added to the client account. If the cheque was received as part of an agreement the agreement will not be deemed to be effective until correct payment is received.

## **Joining Deposit**

Joining Deposits are non-refundable if the place is not taken by the client, when the place is taken up joining fees will be deducted from the fee required on the fourth week of attendance.

### **Late and non Payment of Fees**

It is a condition of the Care Agreement that fees are paid in advance.

If non-payment or late payment of fees cause the client account to fall into arrears the nursery will write to the client asking for arrears to be paid and the account to be brought back into order.

The nursery owners have discretion to alter this policy to support the contracted person but a written agreement detailing arrangements must be made.

### **Recurrence of Late Payment of Fees**

If after writing to the client arrears still exist and an agreement to repay them has not been made then the nursery will consider either excluding the child or terminating the agreement with the parent. A letter either excluding the child or terminating contracts will be given. Fees will still be charged during the exclusion and notice period.

### **Exclusion from attendance due to Late Payment of Fees**

If the client falls into arrears which amount to a sum larger than twice the normal weekly fee the nursery will exclude the child from attending. Fees as stated on the Care Agreement will still be charged during the period of exclusion.

### **Termination**

The nursery will always look to make an arrangement for payment of arrears to support the parent. Termination of agreement will be the very last action taken after parent and nursery have not been able to arrange and maintain a schedule of payments suitable to both. If the Care Agreement is terminated the nursery will give and require payment for the four week notice period.

### **Recovery of Unpaid Fees and Expenditure**

The nursery will take whatever measures are required to recover all monies owed. This will include costs incurred in recovering debts.

*Note, the charging of fees during the termination period is not punitive but is included to provide the nursery with the same time to fill the vacancy that they would have had if notice had been given by the contracted person.*

**This policy was reviewed and amended on 18<sup>th</sup> October 2020**