



## 65. Nursery Fees Policy

All parents will receive a monthly invoice for their nursery fees which are payable in advance.

The Nursery Manager, Claire Morgan, processes all invoices and sends them to the email address supplied by the parent.

- La Petite Academy does not charge for bank holidays.
- We do open on Christmas Eve & New Year's Eve however close at 4pm. Any child who is registered at nursery on the day this falls on will be charged a bespoke price tailored to their normal session, please see fee structure.
- Fees are calculated on the basis of the registered sessions booked and no concession is given for personal holidays or sickness. If however a child is sick for an extended period (in excess of two weeks), a reduced rate is available at the discretion of the management team providing a medical certificate is produced.
- La Petite reserves the right to increase their fees in September each year in line with inflation and costs to the business. All parents will be given at least 4 weeks' notice of any increases by means of a newsletter with a new full fees structure attached.
- Invoices will vary from month to month depending on the total number of days/bank holidays within that month.
- The invoice is calculated for the forthcoming month by adding the number of sessions/days within that month.
- All fees with the exception of tax free child care payments are to be paid by the first of each month.

If you believe your invoice is incorrect or that monies paid by yourself have not been deducted from your account, it is your responsibility to contact the office immediately to rectify this.

### Non-payment of Fees

- Any accounts in arrears with the exemption of tax free payments received after the 1<sup>st</sup> of each month will be charged at £10 per family (not per child or per account)
- We will write to the parent or contact them via telephone and ask for payment in full within seven days.
- If payment is not received we will write to the parent asking for immediate payment in full **plus** an administration charge of £10.
- If payment is received within 7 days no further action will be taken.
- If payment is not received within 7 days, a 'last chance' letter will be sent to the parent inviting immediate payment plus a further administration fee of £20. At this stage the child/ren will be excluded from nursery until payment is received in full.
- If payment is not received within a further 7 days, we will immediately begin proceedings in the County Court for which we charge an administration fee of £50 together with court fees.
- If we are required to attend a County Court, costs will be applied at a rate of £20 per hour.

- Finally, if the nursery has signed an Inland Revenue declaration for tax credit for working parents, or has knowledge that the parent is claiming child benefit, we will have no choice but to contact the Benefit Fraud Agency to inform them that the money granted by themselves to the parents for childcare was not used to pay for the childcare fees.

**It is the policy of La Petite Academy to pursue all unpaid fees and other thefts through the County Court for recovery of the service's money.**

This policy was reviewed on	Signed on behalf of the nursery	Date for review
<i>25<sup>th</sup> September 2017</i>		<i>September 2018</i>