



Believe, Strive, Achieve

Fees Policy

Including Late Collections

Policy Statement

Ducklings are able to take children into our care under insurance cover and registration of Ofsted between the hours of 8.30am – 3.00pm, we shall remain flexible and meet parents/carers needs as best as possible. Children cannot be taken into the nursery before or after these hours. Our fees are competitive and charged hourly, with an additional consumables contribution for all families excluding those under EYPP or disadvantaged 2-yr funding entitlements.

EYFS Key Themes and Commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
Inclusive practice	Respecting each other Parents as partners		

Procedures

- Ducklings charges parents/carers for their child’s sessions and the consumables contributions one month in advance, **charges are still applicable should parents/carers wish to take their child on a family holiday or if the child is unwell.** (Please refer to our admission and attendance policy for procedures)
- Children are welcome to stay for an extra session (**sessional charges do apply**), space permitting, this must be agreed with staff in advance – payment will be expected when booking. Ducklings do provide an extra session form for parents/carers to sign agreement.
- Invoices are sent via email or if no email address is supplied; to the home of parents/carers at the start of each month and payment is expected to have cleared by the end of each month.
- Payment can be made via Arbor
- Reminders and late payment requests are sent from our automated email service.
- A late payment charge of **£10.00** shall be added automatically for payments not cleared within 7 days of the date stated on the invoice; with an added charge of **£15.00** should the payment remain outstanding for 14 days.
- Outstanding fees will be dealt with via our Nursery Manager who shall request payment within 7 days. Should outstanding payments remain after 14 days; sessions will be suspended immediately until the debt is cleared. Persistent non-payment could result in a child’s time at Duckling’s being terminated before the next funding allocation begins and will lead to legal action being sought, to seek payment. **N.B**



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Should parents/carers experience trouble with meeting payments they should seek advice immediately with the setting management.

- If children are left at the nursery past their stated finishing time there will be a charge of: **£5.00** for each period up to **15** minutes that the child remains on the premises.
- If for any reason a parent/carer is going to be late collecting their child they must inform the setting management in the first instance on: **01256 323244**. This will allow Duckling's to inform parents/carers if there would be an insurance problem with the situation and to arrange alternative care. Duckling's will endeavour to accommodate parents/carers where possible.
- Should lateness take the child past the nursery opening times Duckling's Uncollected Child Policy will stand and the procedures of that policy followed.

This policy was adopted on:

Date to be reviewed:
