

Reading Early Years Schools Federation



Fees Policy

(Caversham only)

Signed by Chair of Governors: Caroline Wharton

Signed by Executive Head teacher: Joanne Budge

Date: May 2021

Date to be reviewed: May 2024

Fees policy

When a place is offered for any extended services within the nursery an offer letter and a 'parent carer' handbook will be sent out. It is a requirement that the agreement be signed and a deposit totalling 1 week's fees of the sessions offered are paid before a place can be confirmed. This deposit will be deducted from the child's final invoice but is non-refundable if you decide not to take up your place.

Fees are payable for public holidays and for three inset days per year. You will be given at least 1 calendar months' notice of any planned closure.

Refunds cannot be given for non-attendance, family holidays, sickness or other reasons, as our staffing costs are incurred whether your child attends or not.

A 10% discount is made on the lower invoice when two or more siblings are attending the setting on an all year round contract at the same time.

Invoices are produced on the 1st of each month and payment is required by the 14th of each month. We understand that for some families it may be difficult to make one large payment for the month, in these circumstances families may pay weekly in advance of their sessions.

Any extended or additional sessions to those booked will need to be requested and will be charged at the stated fees rate for that session.

Cancellation Notice

Caversham Nursery require four weeks written noticed to be handed to the office, for:

- Cancelling a child's place
- Reducing the hours attended

Change in Circumstances

Caversham Nursery understands that people's circumstances do change. In such instances, the management team and board of governors will always consider any appeals for approval. For example;

- Redundancy
- Bereavement
- Increasing the hours of the attendee in an emergency. Subject to a 10% charge.

Nursery closure due to Health and Safety

Should the nursery need to close due to health and safety reasons fees will be chargeable to parents for up to 3 days. This is due to the nursery having to continue to make its own usual payments.

If fees are not received as agreed the following procedure will be followed:

- A verbal discussion with the family
- The bursar will check accounts and then write to the family requesting that the account be paid by a given date and that the child's place will be withdrawn if this is not received.
- Where necessary a payment plan will be put in place (this should not exceed three months) all further fees must be paid in advance alongside the payment plan until the account is brought up to date.
- In the unlikely event that the payment is not received we will reluctantly withdraw the child's place and start legal proceedings to reclaim any outstanding balance.

Fees will be reviewed on an annual basis.

HOW TO PAY

Fees can be paid weekly or monthly by cash, cheque, credit card, bank transfer, childcare vouchers or by using the tax-free childcare government scheme. All fees are due to be paid within 14 days of invoice date.

CHEQUES: Please make any cheques payable to Caversham Nursery.

CREDIT CARD: Pay at reception only.

BANK TRANSFER: You will need our bank details to set up payments – please use your child's name as a reference;

Lloyds Bank Plc

Account Number: 64316068

Sort Code: 30-96-96

Account Name: RBC – Caversham Nursery

CHILDCARE VOUCHERS: Find out from your employer which childcare vouchers they use. Check with us that we are registered with that company – if we aren't then we will register with them. You then need to register yourself with them – you might be asked for a 'pin' number which you can obtain from us or just our Ofsted Registration number which is: EY479686.

TAX-FREE CHILDCARE SCHEME: Tax-free Childcare is a government scheme to support working parents with childcare costs. For every £8 you pay in, the government will pay an extra £2. You can apply via 'childcarechoices.gov.uk'.

If you need any further assistance, please speak to someone in the office.