

# BIRKBEES LIMITED FEE & DEBT MANAGEMENT POLICY

## EARLY YEARS FOUNDATION STAGE

<b>UNIQUE CHILD</b> Child Development, Inclusive Practice, Keeping Safe, Health & Well Being	<b>POSITIVE RELATIONSHIPS</b> Respecting Each Other, Parents as Partners, Supporting Learning, Keyperson	<b>ENABLING ENVIRONMENTS</b> Observation, Assessment & Planning, Supporting Every Child, Learning Environment, Wider Context	<b>LEARNING &amp; DEVELOPMENT</b> Play & Exploration, Active Learning, Creativity & Critical Thinking, Areas of Learning & Development
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## EVERY CHILD MATTERS

Be Healthy	Stay Safe	Enjoy & Achieve	Make a Positive Contribution	Economic Wellbeing
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In order to run a high quality childcare setting it is essential that fees are paid on time. Childcare should be paid for in advance to secure the child's place and allow for staff planning in accordance with Ofsted regulations.

### Charges

We charge a non refundable registration fee, this covers the administration and settling in sessions.

Fees are charge at either a Full Day rate or a Half Day rate. An hourly charge can be added to a half day where the sessions extends by up to 2 hours, after this, full day rate applies.

We charge a late collection fee for when a child is collected late.

We charge a late payment fee where childcare fees remain unpaid at the end of the specified period. This is currently £20

If your child is absent through sickness or other, then full fees remain payable.

Full fees remain payable throughout the year for the sessions agreed at enrolment.

### Discounts

We offer discounts for siblings, this is currently 10% for second and subsequent children. This is deducted off the lowest paying child's fees. Where there is a reduction for Early education and care, the discount will be applied after the funding has been deducted. If a child is taken into hospital we will not charge for this time.

We offer a 50% reduction in fees for family holidays for 2 weeks a year.

Deductions will be made for the 15 hours of free early education and care where eligibility criteria are met.

Fees are reviewed annually in September OR January  
(for current Charges please see attached slip)

**Full Time** contracts are 51 weeks. During the year the nursery will offer 2 weeks at Half Fees for holidays provided 4 week's notice is given. Holiday request forms are available in the nursery entrance and must be completed in order to receive the discount. Bank holidays are charged at full fees throughout the year.

**Term time** contracts are 38 weeks for nursery and 39 weeks for Out of School Club Full fees are payable for all weeks, no holiday discount is given.

The Nursery will close between Christmas and the New Year for one week. Fees will not be charged for closure days but Bank Holidays will still be charged.

Where the nursery has to close for an emergency then fees will not be charged.

If the nursery remains open during periods of snow then you will still be charged. If you wish to permanently change your sessions, 4 week's notice needs to be given in writing to the Nursery Manager who will then confirm if places are available. Occasionally it may be necessary for you to request your sessions to be temporarily swapped. Where this is feasible we will endeavour to full fill your request. In this instance at least 7 days notice is required. On occasions we may be able to offer flexible contracts, these will only be offered if the setting has places, all flexible contracts will be renewed every 3 months. A minimum number of days will be agreed by the Nursery Manager and fees will be payable for these even if the child does not attend.

### **Methods of Payments**

We require fees to be paid weekly or if paying monthly, this must be paid in advance. We accept cash; large amounts over £250 will not be accepted. Cash is the least secure way to pay and we do not encourage parents to carry large sums of cash. Direct credits to our bank account; a secure and easy way to pay

**Standing Order, Our preferred method;** a regular payment which you control, weekly, on the first day your child attends

Childcare vouchers; we accept all vouchers. Please ask for account details of your chosen company. If paying by voucher then your fees will be calculated with the voucher payment reduction and any remaining fees must be paid either in advance or divided into equal weekly payments.

**Bad Debts** can have a critical effect on our cash flow and therefore are a risk to our sustainability. We expect all our customers to pay for the service they receive, on time. Childcare fees are invoiced at the start of each month and must be paid weekly. Preferably, on the first day of attendance.

Any account falling into arrears will trigger the following procedure:

First reminder issued to bring account up to date within 5 working days.

Second letter issued informing of late collection charge and possible suspension of the place until full fees are paid by a set date.

Third letter will notify that the place has been suspended with immediate effect and if fees remain unpaid by a set date then the company will proceed with legal action to recover the money.

The Company uses **Debit Collection Services UK Limited, 334 Huddersfield Road, Mirfield, Huddersfield.**

Once the information has been passed to the debt recovery agency all payments plus their charges will be the responsibility of the recovering company.

### **Financial Difficulties**

If you find yourself in financial difficulties we encourage you to come to speak to the nursery manager immediately. We understand that on occasions things go wrong with Tax Credits, or you have unforeseen expenses. We may be able to offer alternative arrangements and payment plans but unless we are aware we can not help.