

BIRKBEES NURSERIES

Fee & Debt Management

Partnerships with parents/carers

Early Years Foundation Stage

A Unique Child	Positive Relationships	Enabling Environments	Learning & Development
Every child is a unique child who is constantly learning & can be resilient, capable, confident & self-assured	Children learn to be strong & independent through positive relationships	Children learn & develop well in enabling environments, in which their experiences respond to their individual needs & there is a strong partnership between practitioners/Parents/Carers	Children develop & learn in different ways. The framework covers the education & care of all children in early years provision, including children with SEN & Disabilities

Every Child Matters

Be Healthy	Stay Safe	Enjoy & achieve	Make a Positive Contribution	Achieve Economic Wellbeing
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At Birkbees Nurseries fees are charged for the place not attendance. As the income from the childcare fees pays all overheads, the staff wages and the provision of new resources and equipment it is important that fees are paid on time. To secure a nursery place we require a month's fees in advance alongside a £50.00 registration fee to secure your child's place.

Fees are charged at either a full day rate or session rate.

The non-refundable registration fee covers the administration and settling in sessions.

We charge a late collection fee for if a child is collected late (please see fee information in new starters pack).

We charge a late payment fee where childcare fees remain unpaid at the end of the specified period.

Full time contract are 51 weeks. During the year the nursery will offer 2 weeks at half fees for holidays (four weeks written notice required in advance).

Term time contracts are 45 weeks for parents requiring a term-time contract. Parent/Carers are requested to nominate there 6 weeks non-attendance asap so staffing can be planned accordingly.

The nursery closes between Christmas and the New Year for one week. Fees will not be charged for this closure. Where the nursery has to close for an emergency then fees will not be charged.

FEE PAYMENTS

- Childcare fees are payable monthly, fortnightly or weekly in advance and may be paid by standing order or cash.
- Birkbees Nurseries will accept fee payments from training providers, the job centre, childcare vouchers, care to learn, social services and early years services where appropriate.
- Full fees remain payable even if your child does not attend due to sickness or other absences
- fees will not be charged for planned nursery closures including bank holidays
- Should you need to give up your child's place in nursery four week's notice is required in writing to the nursery manager, or company directors, full fees are payable throughout the notice period
- A registration fee of £50 and a month's fees is payable before your child has settling-in sessions and starts at nursery.
- Account's must stay in credit by a minimum of two weeks fee's at all times
- Fees are subject to review and any increase will be notified in writing at least four weeks prior to commencement.
- Extra sessions or hours attended will be charged for in addition to the agreed amount payable.
- Failure to pay the fees by the due date will result a child's place being withdrawn and an invoice issued for the outstanding amount, continued failure to pay fees may result in legal action being taken
- Failure to collect a child before the nursery closes will result in a late collection charge, this charge is payable to the staff on duty and is to ensure they are able to get home safely from work.
- If you have any problems regarding the payment of fees, you should in the first instance speak to the nursery manager. If a solution cannot be found, you have the right to request a meeting with the company directors.
- Birkbees Nurseries will reimburse any fees that are over paid by either cheque or internet banking transfer.
- All families who attend full time are entitled to two weeks at half fees per year calendar year for holidays, at least four week's notice in writing must be given for holidays

As part of the agreement of enrolment and fee payments between a family and Birkbees Nurseries the company agrees to:

- Provide high quality daycare that parents will have confidence in, putting the needs and safety of the children first.
- To care for all children in a warm, safe and friendly atmosphere
- To provide trained and experienced staff
- To provide a high level of continuity for the children in our care
- To provide a wide range of stimulating and educational activities

- To encourage all children to develop as an individual to their full potential
- To maintain a good working relationship with all parents and carers
- To provide parents and carers with regular information regarding nursery
- To keep individual development and assessment files for all children attending nursery
- To provide a service that is both high quality and value for money
- To work in partnership with parents and carers to provide care and education for all children

Non Payment of Fees

Birkbees Nurseries expect to be paid for the service it provides to families promptly and no later than 20th of each month; monthly fees are paid in one instalment. The company accepts weekly payments but they must be paid on the last day of the week, in which the child attends.

We except payments in cash for small amounts, standing order, vouchers or by bank credit transfers.

The company expects parents to take responsibility for the payments of fees.

Invoices are issued to parents who require a monthly total; these are available from the 1st Monday in the month. Weekly invoices are not produced unless your fees are different each week.

Your contract clearly states the weekly fees you are responsible for paying.

We expect all parents to contact the manager if they are having difficulties with paying the fees.

Where fees remain unpaid by the 20th of the month, the manager will either issue a fee reminder letter or will contact you in person.

Where fees are still outstanding by the end of the month the manager reserves the right to suspend your nursery place with immediate effect, this may mean that you are refused entry to the nursery or you may be asked to collect your child immediately from the setting.

If your child attends the after school club we may refuse to collect your child from school.

Any discounts which are applied to your fees will not be available if your fees are still outstanding at the end of the month.

We reserve the right to terminate your place and forward your outstanding debt to a debt management company.