



Contract for Payment of Nursery fees for Additional Hours.

Policy Statement

At Bushfield Infant School Nursery we aim to keep our fees affordable and competitive and at such a level that we can provide childcare of the highest quality. Fees are currently £4.00 per hour and are reviewed annually to ensure that we continue to meet our objectives.

As a registered childcare provider, we are in receipt of early years education funding (EYE) for eligible three and four year olds. Where extra hours are required in excess of funded hours, then fees are payable to Bushfield Infant School. Hours can be topped up in blocks of three hours at a cost of £12.00 per session.

Procedures

An invoice is produced half termly at the start of each half term. An arrangement is made between school and the parents as to how fees are paid, either weekly or monthly. All fees must be paid in advance of sessions being taken.

Fees are payable for all sessions booked, even if some are missed due to illness, holiday or other reason, in order that we may reserve your child's place. Failure to pay fees on time and in full could jeopardise your child's place and continued

non-payment may result in your child's place being withdrawn in accordance with the procedure detailed under 'Late Payment and Non-Payment of Fees' below.

Fees are payable either by cheque or cash and must be paid directly to the school office. Please do not send fee money into school in your child's book bag. Receipts are issued to Parents/Guardians for all cash payments.

Please note that Parents/Guardians will be expected to pay any bank charges incurred by Bushfield Infant School as a result of their cheque being unpaid. If a cheque is unpaid, then Parents/Guardians will be expected to settle all future fees by cash.

Contract

Before a child can start additional hours in Nursery, a payment contract must be signed by the Parent/Guardian and a member of school staff. This payment contract is then in place for the half term. If circumstances change and the additional hours are no longer required then the rest of the half term must be given as notice.

The school cannot take additional payments for sessions on a weekly basis. They must be contracted and last for at least a half term. All sessions booked must be paid for, even if your child does not attend nursery for the session due to illness, holiday or another special circumstance.

Late Payment and Non-Payment of Fees Procedure

At Bushfield Infant School we expect Parents/Guardians to assist us with the smooth running of the school by ensuring that all fees are paid promptly.

Obviously, we appreciate that from time to time, unforeseen circumstances may occur which result in late payment of fees. This is why we are committed to resolving payment issues with Parents/Guardians as fairly and openly as possible and have adopted the following four stage approach:

Stage 1 - if payment is not made in advance of the session being taken, then the Nursery Teacher will have an informal discussion with Parents/Guardians to ascertain when fees are likely to be paid. If fees are paid in accordance with the payment plan agreed with Bushfield Infant School, then no further action will be taken. If not:-

Stage 2 - the School will write to Parents/Guardians requesting payment by a specific date and inviting the Parents/Guardians in for a further discussion if they are unable to make payment by this date. If a payment plan is subsequently agreed, then this will be confirmed in writing to the Parents/Guardians. If no payment has been forthcoming, or a payment plan has not been agreed, then:-

Stage 3 - the school will write to Parents/Guardians requesting payment/part payment by a specific date and/or a more formal meeting to discuss the situation otherwise their child will no longer be able to attend Nursery for the additional hours. If no payment at all has been forthcoming by the specified date nor a payment plan agreed in writing (as detailed in Stage 2 above), then:-

Stage 4 - the School will write to Parents/Guardians confirming that their child no longer has a place at the Nursery because of their non-payment of fees and that the School reserves the right to take further steps to recover the unpaid fees and any associated costs if there are no extenuating circumstances to the contrary.



EXAMPLE: Payment Contract for Fees for Additional Nursery Hours.

This contract is between Bushfield Infant School Nursery and the Parents/Guardians of _____

Under this contract the Parents/Guardians of _____ hereby agree to pay Bushfield Infant School the sum of £____ per week for their child to attend Bushfield Road Infant School Nursery for an additional _____ hours per week.

The Parents/Guardians also hereby confirm that this sum will be paid monthly by the 28th of each month and they understand that the fees must be paid even if their child has not attended the session due to illness or holiday.

Should the Parents/Guardians be unable to make an agreed payment then they undertake to inform the School as soon as possible.

Should the Parents/Guardians want their child to stop attending Nursery for additional hours, then two weeks' notice must be given in writing.

Signed Parents / Guardians: _____

Date: _____

Signed on behalf of Bushfield Infant School: _____

Date: _____



EXAMPLE: Payment Contract for Late Fees.

This contract is between Bushfield Infant School and the Parents / Guardians of
_____.

Under this contract the Parents / Guardians hereby confirm that they can afford to pay to Bushfield Infant School the sum of £____ per week in settlement towards the arrears of fees totalling £_____ in respect of their Child's attendance at Bushfield Road Infant School Nursery.

The Parents / Guardians also hereby confirm that this sum will be paid every week on _____ commencing on _____ until all of the arrears have been repaid.

Should the Parents / Guardians be unable to make an agreed payment then they undertake to inform either the School as soon as possible.

Signed Parents / Guardians: _____

Date: _____

Signed on behalf of Bushfield Infant School: _____

Date: _____