

**Burmantofts Community Nursery**  
**Payment of Nursery Fees Policy September 2019**

**Burmantofts Community Nursery is a registered charity and not for personal profit. Any profits will be ploughed back into the nursery. Therefore it is necessary to have a stringent payment policy in place in order for the nursery to survive.**

**This policy has been agreed by the Nursery Board of Directors and is reviewed annually.**

**The term 'parent' has been used throughout this policy. This should be taken to mean 'parent/carer'.**

1. Payment will be charged from the start date agreed between the nursery and the parents.
2. Nursery fees must be paid in full by the end of your child's final session at nursery for that week.
3. The recommended form of payment is by standing order, although cash will be accepted.
4. In the event of non-payment, parents will be given until the Friday of that week to settle their fees.
5. If fees are not settled by the end of the said week, then their child will be turned away until full payment has been made. Fees will still be charged throughout this period of absence.
6. If the debt is not paid or an agreement with the nursery Manager has not been made to assist with the debt, then the childcare place will be withdrawn.
7. All Sickness days, personal holiday's, public bank holidays, training days, unexpected closures (e.g. snow days) and early closures are charged at full rate.
8. Nursery will close at 1pm on Christmas eve (24th December), fees will be charged as normal. Afternoon children have the opportunity to change to the morning session on this day only. Afternoon session charged as normal.
10. Nursery will be closed from the 25th December and re open on the 2<sup>nd</sup> January. You will not be charged for the 3 days which nursery has chosen to close during this time, however the 3 public bank holidays will still be charged as normal (25<sup>th</sup>, 26<sup>th</sup> & 1<sup>st</sup>)
11. There are no refunds for non-attendance for any reason.
12. Fees are to be taken by a senior member of staff only e.g. Manager, Deputy Manager, Senior Nursery Officer or Nursery Officer. This is to be paid on arrival to the nursery.
13. All parents will be given a receipt for evidence of payment before they leave nursery.