



## **6.4 Payment of Fees**

### **Policy Statement**

We aim to offer the best quality childcare at the lowest cost to parents as possible.

We offer the universal hours funding to all children in our setting from the term after they turn 3years. We aim to offer as many extended hours funded places as possible within our budget.

There is no difference in care, facilities or resources for children who are taking funded places to those paying fees.

We invoice in advance of each term. Invoices are usually sent out within the first 3 weeks of each term. Payment is requested within 14 days after which interest may be charged.

Invoices for drop in sessions are invoiced during the following term.

All parents wishing to take up the universal entitlement funding must complete and sign a parental declaration within the deadline provided. If a Parental declaration is not received sessions will be charged at full rate.

Parents wishing to claim extended entitlement of 30hour funding must complete a Parental Declaration form within the deadline provided and are responsible for rechecking their eligibility with HMRC. Until Shiplake Village Nursery has received the 30 hour code, National insurance number and seen a valid form of ID a check on the 30 hour code cannot be completed. 30 Hour funding is not guaranteed until Shiplake Village Nursery verified the code.

As there is a significant shortfall in the normal nursery fees and the amount received by the Government in funding we request a consumables fee of £1 per hour of funding.

Shiplake Village Nursery will give at least a terms notice of any increase in nursery fees.

As per the admissions policy, if a child leaves nursery without giving a terms notice in writing, fees may be incurred.

**Policy Review Date: 05/02/2019**