

# Repton Manor Nursery : information and records

## Policy on Fee Collection

Our fees are based on a daily fee that shall be notified to parents in advance of a child starting ('Daily Fee'). We may review these fees at any time but shall inform you of the revised amount at least one month before it takes effect. If you do not wish to pay the revised fee, you may end this Agreement by giving us one month's notice, by completing our *Notification of Leaving Date* form which can be obtained from our setting manager.

Fees must be paid on a termly basis, in advance. We calculate the amount payable by you each term by multiplying the Daily Fee by the number of weeks we are open during the term. Fees may be paid weekly, in advance, by special arrangement.

All payments made under the Agreement should be by bank transfer unless payment by cash is agreed with us in advance. All payment, regardless of method, shall be made by you termly, in advance on the first day of each term (the due date). If payment is made by cash, it is your responsibility to obtain a receipt as proof of payment.

If the payment of fees is outstanding for more than 14 days then we may terminate this Agreement by giving you 14 days' notice in writing. Upon termination of this contract the child shall cease forthwith to be admitted, and the notice to so terminate shall be regarded as a formal demand for outstanding monies.

If you have requested additional sessions or have been unable to collect your child by the official collection time and we have as a result provided you with additional childcare facilities, we will raise the applicable charges under a separate invoice for payment.

No refund will be given for periods where the place is unfulfilled due to illness or holidays on the part of either party. We are closed on bank holidays and for 5 training days per year to support our continuing professional development for the benefit of children and families; no refund is given for this closure as this has already been taken into account when calculating your child's fees. We accept no liability for other costs which you incur if we are unable to provide childcare for any reason.

In the event of late collection of your child, we reserve the right to charge for each additional 15 minutes, or part thereof, on a pro-rata basis.

This policy was adopted by	Repton Manor Nursery	<i>(name of provider)</i>
On	June 2019	<i>(date)</i>
Date to be reviewed	November 2020	<i>(date)</i>
Signed on behalf of the provider		
Name of signatory	Sarah Moss	
Role of signatory (e.g. chair, director or owner)	Chair of Directors	