



Fee Policy

1. Introduction

This policy sets out how **Mother's Pet Nursery** manages the payment of fees, funded hours, and additional charges. It ensures fairness and transparency for all families and helps us provide high-quality early years education and care.

2. Fees & Sessions

- Nursery fees are payable Monthly in advance.
 - Fees apply to all booked sessions, whether attended or not (including absence due to illness or holidays).
 - Fees are reviewed annually; parents will be given at least **one month's notice** of any changes. Any fee increase or revision will always be communicated to parents in writing before the start of the term in which the change takes effect.
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3. Funded Early Education (FEE)

- We offer government-funded early education places for eligible 2, 3, and 4-year-olds.
 - Funded hours are offered as **term-time only** as per local authority guidance.
 - Additional hours beyond the funded entitlement are charged at the standard rate.
 - Funded hours cannot be swapped, transferred, or "carried forward" between weeks.
 - Parents must sign a **Parent Declaration Form** to access funding.
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4. Invoicing & Payment

- Invoices are issued **Monthly in advance**.
- Fees must be paid by **5th** of each month.
- Payments can be made by:
 - Bank transfer
 - Workplace childcare vouchers
 - Tax-Free Childcare

- A receipt is available on request.
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5. Absences, Holidays & Closure

- Fees remain payable during your child's absence due to illness, holiday, or other personal reasons.
 - Fees are still payable if the nursery is forced to close due to circumstances beyond our control (e.g., severe weather, power failure, pandemic restrictions).
 - No refund is given for sessions missed.
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6. Late Collection

- Children must be collected promptly at the end of their booked session.
 - A late collection fee of **£5 after 10 minutes and £10 after 30 minutes** of lateness will be charged.
 - Repeated lateness may result in withdrawal of your child's place.
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7. Late / Non-Payment

- Late payment of fees will incur a charge of **£10 per day** until paid in full.
 - If fees remain unpaid, your child's place may be suspended or withdrawn.
 - Continued non-payment may result in debt recovery action being taken.
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8. Notice Period

- A minimum of **4 weeks written notice** is required if you wish to reduce sessions or withdraw your child.
 - Fees remain payable during the notice period.
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9. Deposits & Registration Fees

- A **non-refundable registration fee** of £75 is payable to secure a place.
- A **deposit of £100** may be required; this will be refunded against the final invoice provided all fees are up to date.

10. Additional Charges

- Extra sessions or hours outside your agreed booking are charged at the standard hourly rate of £8 per hour
- Charges may also apply for extras such as:
 - Outings
 - Meals/snacks outside funded hours
 - Special activities/resources (if applicable)

11. Support with Fees

Parents may be able to access help with childcare costs through:

- Tax-Free Childcare
- Universal Credit
- Childcare Vouchers (if already in scheme)
- Early Years Entitlement funding

Further advice can be found at: www.childcarechoices.gov.uk

12. Agreement

By signing the registration form, parents/carers agree to comply with this Fee Policy.

Reviewed date 01/09/2025

Next review date 01/09/2026