

Little Burrows Nursery

Fees & Payment Policy

Statement of Intent

The aim of Montessori is to provide a service to local children and families. However, this aim can only be fulfilled if we have enough income to cover our outgoings. To ensure we are able to continue at a sustainable level and continue the Outstanding Montessori provision we provide we will have to pursue parents for full payment of fees if genuine financial hardship is not demonstrated. We aim to collect due fees as efficiently as possible.

Aim

To outline and ensure parents understand the terms and conditions when their child attends Little Burrows Montessori in regards to the invoices they will receive and the payments they are required to make.

Terms & Conditions

Payment Procedure

- Invoices will be created by Claire Freeth and provided in via email.
- The payment of ½ term (as detailed on your invoice) is required in full by the date stated on the invoice.
- Payment can be made by Cash, Cheque, BACS Transfer or Childcare Vouchers.
- There is a registration fee of £50 to secure a child's placement with us.
- Those eligible for 15 hours childcare will receive an invoice for any additional hours over and above those they are entitled to. Any additional hours will be charged at the rate of £7 an hour. To ensure you receive the 15 hours funding the grant forms will need to be completed and returned during the first week of each term. If the form is not returned fees will be payable in full.
- 15 hours is applicable from the term after the child's 3rd birthday.
- Little Burrows accepts 30hours funding. Parents need to register for a 30 hours code and the code supplied to Claire Freeth before the start of term.

Difficulty Making Payment

- The Nursery will be sympathetic to parents/carers who are having or who anticipate having difficulty in paying and it may be possible to arrange an individual payment plan. However, this must be negotiated between the Claire Freeth, the Nursery Manager and Parent/Carer in advance. Any family in this situation should contact the Claire at the earliest opportunity to arrange a confidential meeting. Any information will be treated in the strictest confidence.

Unpaid Fee's

- If payment of fees is not received within the date stated on the invoices, a 1st reminder e-mail will be sent to the designated parent/carer which will detail when the fee payment was due and the total fee amount overdue.
- Under the terms and conditions pre-school reserve the right to charge a £20 admin fee on top of late fees.
- If payment is still not received within a further 7 days from the 1st reminder and the parent / carer has not discussed payment of the outstanding amount, the child whose fees remain outstanding may be refused entry to Nursery until such fees are settled in full. This may result in you forfeiting your child's place at Nursery and the opening will go to another child on our waiting list.
- If the fees due remains outstanding for a further 14 days, a recorded delivery letter will be sent to the designated parent/carer advising that legal action will be taken and collection of the fees will be pursued through the small claims court procedure or by other litigation.
 - Application to the small claims court is a last resort which will only be undertaken when all other approaches have been tried, when the Manager and Claire are confident such action does not contravene other stated aims and policies of the Nursery, and when they have carefully considered the effect of such action on the child.

Absence / Illness

- Fees are not refunded for any days missed due to holidays or absence during term time.

Closures

- In the event that Nursery must close due to things beyond our control such as coronavirus, snow, no heating etc, fees will not be refunded. If we are able to offer alternative days to make up for lost hours we will do. However, this is dependent on ratios and number of children on role at nursery.

Cancellation of reserved place

- In the event that you wish to cancel your child's place at Nursery then fees will be payable for 6 weeks from the date notice was given.