



## Fees and Non-Payment Policy

We believe that high quality care and education is promoted by having a high ratio of well qualified staff, resources and equipment. Fees at Little Bicks are based on the provision of this high-quality environment.

### What we aim to do

We aim to provide high quality nursery education to every one of the children in the community.

### How we will achieve this

- We calculate the cost of provision based on the running costs of the nursery.
- We provide a termly invoice which clearly states the charges, payable termly in advance.
- We accept nursery grants, nursery vouchers, tax free childcare and planned payments to settle your invoice.
- Should you wish to discuss your fees confidentially, please contact [accounts@littlebicks.co.uk](mailto:accounts@littlebicks.co.uk)
- We require one term's notice of intention to withdraw your child from the nursery after acceptance of a place, to be provided in writing, or a term's fees in lieu of notice will be payable.
- Fees must be paid even if your child is absent.
- Fees are charged from your child's start date.
- Your fees are calculated on a sessional basis.
- For your child to keep his/her place at the nursery you must pay £100 non-refundable deposit on acceptance of the place and the fees before the due date. Exceptions to this are made for children coming to us as funded children who will be with us for more than one full academic year.
- Deposits are usually refunded against the last term's fees (dependent on fees having been paid in full and proper notice given as above)
- Certain circumstances such as a pandemic will necessitate paying either full fees or a percentage – the percentage to be determined by the nursery only if possible.
- Fees are annually reviewed.

### Non – Payment

We respectfully request that you ensure full payment reaches us by the first week of term, or a payment plan has been put in place by this time. If late payment occurs the following procedure will be applied:

1. A £10 administration charge will be applied to the account for every three phone calls/emails/in person (all count) that have to be made before payment is received.
2. We will only make contact by either phone, email or in person once a week.
3. If in the last two weeks of term, we are still waiting for payment on an invoice that does not have a payment plan or more than a third of the invoice has not been paid, we reserve the right to make contact more than once a week.

Date policy was reviewed	March 2024
This policy is due for review before	March 2025