

**25. Fees, Admissions, Attendance and Holiday**

We ensure that parents and prospective parents are aware of and understand the methods by which fees can be paid. We also ensure that parents are informed when the pricing structures are reviewed and when any increase to fees are likely to be applied. Fees are reviewed annually in accordance with inflation, wages costs etc.

If children should be absent from nursery for unarranged or prearranged absences (e.g. holiday, sickness, appointments) the sessions will still remain chargeable. Staff have fixed hour contracts rather than zero-hour contracts, in spite of variable ratios and attendance of children. Thus, children’s hours remain chargeable to cover staffing costs for ratios. The nursery will try to remain open however should we be forced to close due to adverse weather conditions, notifiable infections or business interruption the fees will still be payable.

The Manager would tell the Early Years Entitlement Team at South Glos when a child is absent for more than two consecutive weeks. We would inform the parent that we are doing this.

We are aware that we can claim for a child who we know to be absent for more than two consecutive weeks only, if the parent has given us a return date.

We are aware that if a child is registered to attend the setting on certain days but is regularly absent we will be asked to demonstrate to an auditor the reason we have claimed the EYFE for that child for those days

A registration fee of £85 is payable upon children’s registration to Play Station. This fee will contribute to exciting educational trips for the children to enjoy, the purchase of sun cream, protective sun hats and safety bibs, wet weather clothing and the additional supervision required for trips.

Children joining Play Station benefitting from the National Education Grant only will not be required to pay a registration fee. However, if you book a Grant only space more than 6 months in advance a deposit will be required of £50 this will be refunded in the first month of attendance.

42 week attendance needs to be applied for and is subject to needs of the business and the current level of children already on this pattern. If your child attends term-time only (42 weeks of the year), Play Station nursery dictate that one of the weeks attended in holidays must be during October half term and the other during February half term and one week in the summer holidays.

All other children attend 50 weeks of the year. A two-week closure is in place at Christmas, this will coincide with the South Glos school terms. You will not be billed for these weeks although fees are calculated over an average use meaning your weekly cost is multiplied by 50 then divided by 12, therefore your invoice in December will be the same as every other month.

We are closed for all other bank holidays, these days are still charged for.

A sibling discount will be given when two or more children from the same family attend Play Station. In this event the older sibling will receive a 5% discount from the hourly rate.

Fees are due monthly by the 7th of every month, in advance and payments are accepted by bank transfer, cheque or cash. If a cheque is represented as unpaid for any reason, a charge of £25 will apply. Fees are non-refundable for unexpected absence or sickness of a child.

Should nursery fees remain unpaid beyond the close of business on the 7th of each month a fee of £10 will be added to the unpaid bill. If this remains unpaid after the 14th of the month then a further £10 will be added. Thereafter a daily interest rate of 4% will be charged until the fees have been paid in full.

The nursery accepts payment by childcare vouchers.

For persistent late collection without prior notification late fees are charged at £10.00 per 15 minutes, at the discretion of the manager.

No charges are applied for staff development day closures.

Outstanding accounts to be settled within each calendar month, failure to make payments on time may result in places being withdrawn.

We value partnership working and if at any time, you are experiencing financial difficulty please discuss with the manager who may consider alternative payment options.

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