

## Nursery Fees Policy

We aim to make our pricing and funding policy as transparent as possible to ensure that all parents and carers are aware how and when fees are due, of available funding and requirements and our pricing structure. This is to ensure that the parent/carer is confident that the place is affordable and all options regarding funding have been explained to them.

### Procedures:

All parents are given a copy of our pricing structure upon visiting the nursery. It can also be found on our website.

Parents are aware that Sunny Socks is open for 51 weeks of the year and invoices will be issued on a monthly basis in 4 or 5 week blocks, unless adhoc bookings are made during an invoice period.

Invoices are set in advance. The account should be settled by the end of the first week of the invoice period.

Payment can be made by cash, cheque or Bank transfer. We accept Childcare Vouchers although we are unable to refund these if an over payment is made.

Unpaid accounts cannot be carried over from one month to another. Failure to pay will result in the child's place being offered to another family.

If the person responsible for paying the bill is experiencing financial difficulty please speak to the Management, so that we can try to reach a solution which is amicable to both parties.

Government funded free hours are accessed within our sessions and alongside additional hours. We offer a limited number of entirely free Universal and Extended funded hours places for eligible 2, 3 and 4 year olds on set days. Please note that the days and times may change due to demand.

Once the free places have been filled our waiting list will be operational. Priority will be given to children from Brixworth who would otherwise be financially unable to attend the setting.

No registration fee is required for entirely free places.

We offer a 50% discount on two weeks a year where the child is on holiday. Written notice needs to be handed to the manager at least 2 weeks prior to the time taken. This discount does not apply to children who are term time only with us.

There is no reduction of fees for bank holidays, illness or holiday (other than above) and closure due to adverse weather conditions.

Nursery Fees are reviewed annually at the start of each year.