

## Fee and Payment Policy

BHT Early Education and Training has a clear policy on money management, it is **NO PAY NO PLAY**.

We require your fees on time and we strive to ensure that no parent is allowed to go into arrears. All fees **must** be paid in advance, if no payment is received your child will not be able to attend until payment is made. If this does not happen a statement is sent to you by the nursery manager asking for immediate payment and your child's place is suspended until payment is made and you are in advance.

Please speak to the Nursery Manager in confidence as soon as possible if you are experiencing difficulties in paying fees – we are happy to discuss ways of helping you/ to set up payment plans/ to work with you to resolve issues.

BHT Early Education & Training is a Company Limited by Guarantee and a local Charity. We are a non-profit making organisation, we charge fees to cover staff salaries and associated running costs.

### HOURS OF OPENING

Early Morning – <b>Must be booked in advance</b>	7.30am - 8am	Including breakfast, mid-morning snack and lunch
Morning session	8am - 1pm	
Afternoon Session	1pm - 6pm	Including afternoon snack and a light tea.
Full day	8am - 6pm	All meals are included
Full time	8am - 6pm 5 days	All meals are included
Wraparound	Hours negotiated between 8am and 6pm	All meals are included
After School	3pm - 6pm	Light snack tea included to put children on until they get home for their main meal.
Holiday Club	am, pm and full day session available as above	Including breakfast, mid-morning snack and lunch Light snack tea is provided

### FEES – Bierley & Holme Wood

	Under two years old	Full Day care (0-5 years)	Wrap around 3-5 years (term time)	Wrap around 3-5 years (holidays)	After School	Holiday Club
Early start 7.30am	£5.00	£5.00	£5.00	£5.00	n/a	n/a
Am or Pm Session	£28.05	£27.05	N/A	N/A	n/a	£15.00
Daily	£43.85	£41.85	£41.85 Minus NEF	£41.85	£12.60	£30.00
Full Week	£204.00	£191.75	£191.75 Minus NEF	£191.75	£60.00	£145.00

## FEES – The Barn

	After School	Holiday Club
Am or Pm Session	N/A	£15.00
Daily	£12.60	£30.00
Friday 2pm collection	£16.80	N/A
Full Week	£63.00	£145.00

## TERMS AND CONDITIONS

1. A refundable deposit of £20.00 is required before your child can start Nursery, Out of School Club or Holiday Club.
2. Fees must be paid one week in advance of the start date; subsequent fees must then be paid by Monday morning of every week before your child can attend.
3. For parents wishing to pay fees at intervals other than weekly, arrangements must be made with the Nursery Manager upon registering your child.
4. If fees are **not** paid by the start of the first session then your child will **not** be able to stay until the fees due are paid by chip and pin. If your child attends OOSC and fees are outstanding, they will **not** be collected from school until fees are cleared and up to date.
5. Any parent experiencing difficulties with paying the fees should speak immediately to the Nursery Manager.
6. You can pay your childcare fees by bank transfer, standing order, childcare voucher or in person with cash. Please note we can take chip and pin payments until your standing order/ voucher payments are set up. Chip and pin payments can be made over the phone. Cheques will **NOT** be accepted.
7. If standing orders are not honoured, your child's place will be suspended until the payment is made. You will be liable for all fees incurred whilst your child's place is suspended unless you make arrangements to terminate your child's place.
8. Your child must not start earlier or stay later than their stated time without prior agreement with the nursery management.
9. If your child is collected late we reserve the right to collect an additional **£10.00** for each additional **15 minutes** over the agreed collection time.
10. We require 1 week's written notice to terminate your child's place. If notice is not given you will be required to pay for the notice period.
11. Fees will be reviewed annually.
12. Fees have been calculated to take into account Bank Holidays, staff training days and closure at Christmas.
13. Fees must be paid for 52 weeks of the year.
14. Absence from nursery due to family holidays or illness is charged at full cost.

- 15. BHT reserves the right to inform all other childcare providers of outstanding fee debt you may have incurred.
- 16. If bad debt occurs a referral may be made to a debt advice and debt collection services.
- 17. BHT nurseries will inform Tax Credits if payments are not received.
- 18. **For funded children only, we ask for a contribution of £2.50 per week to go towards the cost of snacks and meals**

**This policy replaces all previous notifications of our fee and payment policy and takes effect from 16<sup>th</sup> April 2018.**

**TAX CREDITS**

Most families can claim financial support for childcare costs through the tax credit system. Find out how to get help with childcare costs, phone the Tax Credit Helpline on 0345 3003900 or go on line at:

[www.hmrc.gov.uk/taxcredits/](http://www.hmrc.gov.uk/taxcredits/)

**PLEASE NOTE:** All parents who claim the child care element of the tax credits have a responsibility to ensure nursery receives this, if not this may be classed as fraud and all non-payments will be reported.

**I confirm that I have received a copy of the Fees and Payments Policy and I agree to comply with the terms and conditions therein.**

**Child's Name:** \_\_\_\_\_ **Deposit to pay: £** \_\_\_\_\_ **Paid: Yes/ No**

**Amount to be paid:**

**Term time: £** \_\_\_\_\_ **weekly/ monthly**

**Holiday time: £** \_\_\_\_\_ **weekly/ monthly**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Parent/Carer**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Nursery Manager**