

Home-Grown in Malvern Fee Policy

At Home-Grown we understand that the cost of registered child care may seem expensive to parents. However, providing a high quality, stimulating and safe environment for children is paramount to us, and we are sure you would feel the same. For us to be able to provide such a service and for the sustainability of our nursery, we must politely ask that parents respect this policy, and to understand that it is the responsibility of the parents to meet payments on time. Without such payments for the professional service we provide we would be unable to function effectively. We value the relationship we have with parents/carers, and will be sympathetic towards any difficulty in paying the childcare fees. We would ask that you come and talk us about any such difficulties you may be having so that we can discuss suitable methods for you to be able to manage the payments.

We issue parents/carers with an invoice at the end of every month which states the number of hours your child has attended the setting within the last month, and also how much you are asked to pay. Fees can be paid by direct debit, cash, childcare vouchers, or/and a cheque made payable to Denise Williams.

We also make it clear to parents/carers that in their contract it states that we reserve the right to terminate the contract *with immediate effect* in the case of non payment of fees. Parents will sign the contract to say they agree to all terms and conditions stated.

Late payment/ Non-payment of fees procedure:

After two weeks of non payment or late payment, you will receive a verbal reminder of the contract.

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After one month of non payment, we will suspend the childcare place, and children will not be allowed to come into the nursery until the fees are paid in full. Fees will still be applicable during the period that the nursery suspends the place.

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If the fees are not paid in full after an agreed date, the nursery will terminate the contract and send a letter to confirm this.

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If you have any concerns regarding this policy please speak to a member of staff.

Signed:

Date Reviewed: