

Nursery & Pre-School

FEES AND NON-PAYMENT POLICY

At Bushey Gan we believe that high quality care and education is promoted by having a high ratio of well qualified staff, as well as equipment in order for our children to develop, grow and to achieve to their fullest potential in a safe, warm and friendly environment.

The fees at Bushey Gan are based on the provision of this high quality, and the double outstanding environment awarded by OFSTED.

We deliver our service in return for an agreed fee from parents/carers, and all fees should be paid promptly and in line with this policy.

Deposits

A deposit of £100 per child is required to secure a place once offered. This deposit will then be refunded in your child's last half term of attendance in the Gan on the following conditions:

1. We are given a half terms notice, in writing, before you withdraw your child.
2. Payments of fees are up-to-date.
3. Should you choose not to start your child, the deposit will only be refunded providing half a terms notice in writing has been given.

Fees

- We accept nursery grants and vouchers, as well as direct debit payments to settle your account.
- Fees must be paid by the first day of each term, and we will provide a termly invoice which clearly states the charges.
- Fees must be paid even if your child is absent.
- Fees are charged from your child's start date.
- We will not charge for bank holidays, Chaggim or staff training days.
- Fees will remain the same during your child's settling in period.
- We reserve the right to charge a 5% late payment fee.
- Where cheques are returned as unpaid, an administrative charge of £15 will be levied in addition to the full outstanding fee.
- We reserve the right to charge a late collection fee of £3 per five minutes, for any late collection of a child, depending on the circumstances. (*Please see Uncollected Child Policy*).
- Parents/carers who fail to pay their fees on time will be issued with a letter from the Gan's Financial Rep (FR), requesting immediate payment or suspension of services until fees are paid.

- We reserve the right to terminate services if parents/carers fail to pay fees after receiving a letter from the FR and an agreement is made.
- Any unpaid fees will be collected through the small claims court.
- Fees are reviewed annually.

There are no refunds in the event of closure of the Gan due to unforeseen circumstances such as snow or heating failure.

We will not charge for more than five closed days in an academic year, in line with LEA guidelines.

There is no refund for absence due to illness or chosen holiday times, however lunches will be refunded providing two weeks' notice is given to the nursery manager.

Should you wish to discuss your fees in confidence, please contact the Financial Representative (FR) at finance@busheyganim.org.

THIS POLICY IS PART OF OUR TERMS & CONDITIONS. PLEASE READ CAREFULLY AND SIGN THE DECLARATION BELOW.

Parent Declaration

I understand and agree to abide by the terms and conditions as set out in this policy.

Name of Child: _____

Name of Parent/Carer: _____

Print Name: _____

Signature: _____

Date: _____