

# **Bushey Gan Payment of Fees Policy and Declaration**

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

Our fees are based on the provision of this high quality and double outstanding environment.

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 when offered. This will be refunded in your child's last half term of attendance in the Gan on the following conditions:
  1. We are given a half term's notice in writing before withdrawing 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 a half term's 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
- 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, chagim or staff training days.
- Fees remain the same during the 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.
- Depending on the circumstances, we reserve the right to charge a late collection fee of £3 per five minutes (Please see policy on non-collection of child).
- Parents/carers who fail to pay their fees will be issued with a letter from the 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.
- Fees are reviewed annually.

## **Removal of children**

- A minimum of half a term's notice in writing must be given before removing a child or reducing days, or a half term's fees paid in lieu thereof.

There are no refunds in the event of closure due to unforeseen circumstances such as snow or heating failure. We will not charge for more than 5 closed days in an academic year in line with LEA guidelines. There is no refund for absence due to illness or chosen holiday time.

Should you wish to discuss your fees in confidence, please contact the FR at:

[finance@busheyganim.org](mailto:finance@busheyganim.org)