

Extended Provision Fees Policy.

- Invoices are issued at the beginning of each half term and relate to that half terms booked provision.
- All extended provision fees are £4.00 per hour or part thereof with the exception of the 8.30am early drop off club which will be charged @ £2.00 per session.
- All booked provision fees are payable **in advance**, termly.
- Fees can be paid by cheque, cash, childcare vouchers or via direct transfer. Please inform the extended provision coordinator (Mrs Dymoke) if you will be paying by vouchers as there is a different accounting procedure.
- **All booked provision fees are payable during periods of absence from nursery, including illness or holiday.**
- Difficulty in meeting the fees should be discussed at the earliest time with the extended provision coordinator so that an agreed payment plan can be actioned.
- If fees are not received in advance, and no prior arrangement made, the following steps shall be taken;
 1. A fee reminder letter will be issued regarding the outstanding fees up to 2 weeks into the half term. You are then expected to at least settle the amount owed.
 2. A telephone call will be made to try to establish a payment plan 3 weeks into the half term.
 3. No extra provision will be offered, on top of that already booked.
 4. A second reminder letter will be issued and possibly the removal of the service we provide to you at week 4 of the half term.
 5. Withdraw service.
 6. Seek legal advice and possibly begin legal proceeding.
- In the event of late collection from the nursery a charge of £4.00 will be made for the first 15 minutes late and every 15 minutes thereafter.
- Parents should be aware that the nursery extended provision finishes at 4.15pm and wishes to finish on time and that its good nature should not be abused.
- Parents and carers need to be aware that any extended provision may be withdrawn at any time at the discretion of the Senior Management Team in accordance with the nursery policies.