



Extended Provision Fees Policy.

- Invoices for additional hours are issued at the beginning of each half term and relate to that half term's booked provision.
- All booked provision fees are payable on receipt of the invoice, within the first two weeks of the half term.
- Fees can be paid by direct bank transfer, cheque, cash or childcare vouchers. Please inform Mrs Dymoke if you will be paying by childcare 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 after 4 weeks into the half term. You are then expected to settle the amount or put into place a payment plan.
 2. A telephone call will be made to try to establish a payment plan if no contact has been made.
 3. No extra provision will be offered including after school clubs.
 4. Withdraw service.
 5. Seek legal advice and possibly begin legal proceeding.
- In the event of late collection from the nursery a charge of £6.00 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 5pm 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- Parents and carers need to be aware that any extended provision may be withdrawn at any time at the discretion of the Senior Management Team in accordance with the nursery policies.