

Policy for Payment of Childcare Fees

The fee scales determined by the board of Wingate Childcare have been set at a competitive rate and the lowest level possible to maintain the high standards of care established within our setting. It is essential that fees are paid promptly in accordance with the Contract for Childcare signed by parents. If parents have any concerns about payment of fees, they should contact the Manager without delay for guidance.

How fees are calculated

- The monthly rates are calculated by multiplying the weekly rate by 51 (weeks childcare is open) and dividing by 12 (months childcare is open).
- Term time rates are calculated by multiplying the weekly rate by 38 (weeks during term time) and dividing by 11 (months during term time). Meaning there is no invoice in August.
- Full fees are payable for all days including Bank Holidays, Christmas Eve, New Year's Eve and for non-attendance.
- There is no charge for the week between Christmas and New Year
- The childcare has 5 professional development days each academic year, when children do not attend. There will be a refund given for these days, shown on the monthly invoice.
- Fees will be reviewed on an annual basis and may be increased each year considering increases in inflation, changes to regulatory frameworks and other factors.

When and where invoices are issued

- Invoices are issued at the beginning of the month through the family app.

How to pay fees

- Fees are to be paid by standing order, bank transfer or government tax-free childcare scheme. We do not accept cash or card.
- Payments must be made within the time period outlined on the monthly invoice.
- If regular payments are not made, a formal letter will be sent requesting immediate payment. If fees continue to remain unpaid, interest will be added daily at a rate of 10%. If payment is not received within two weeks of the date on the letter, childcare facilities will be withdrawn, and reinstatement will not be guaranteed.

Holiday's and absences

- There is an entitlement of four weeks holiday per academic year with a reduction in fees of 50% during holidays.
- Holidays must be requested by email or message on the family app 2 weeks before they are due to be taken. All other holidays will be charged at full price.
- If your child is absent, for whatever reason, the session must still be paid for.
- During the first 2 weeks of an illness, parents must pay for the days missed. If your child is unwell for more than 2 weeks, the Manager will invite you to discuss arrangements for payments of your fees. Exceptional circumstances will be reviewed on an individual basis by the Manager.

Late collection fee

- A £10 fee will be charged for every 15 minutes after your child's session has ended. If this is a regular occurrence the manager can add further fees or terminate your place.

Notice period

- One month's written notice, by either party, is required to terminate your child's place, or one month's fees in lieu of notice. Your child's fees are still payable for the months' notice even if they do not attend the setting.

I have read and understood the terms and conditions outlined in the agreement form and I am happy to adhere to them.	
Child's name	
Parent's signature	
Date	
Manager signature	