Fees and Payment Policy (2025–2026)

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1. Purpose

To provide clarity and transparency regarding the payment of fees for childcare at Little Wonders Nursery, ensuring parents and guardians are fully informed about costs, payment methods, and procedures for managing fees.

2. Scope

This policy applies to all parents/guardians with children enrolled at Little Wonders Nursery.

3. Fee Structure

- **Standard Fees**: Fees are charged according to the hours and days that the child is enrolled to attend the nursery. A full breakdown of fees is provided to parents upon registration and annually thereafter.
- **Additional Charges**: Additional charges may apply for extracurricular activities, special events, or additional services not included in the standard fee (e.g., trips, meals, etc.).
- **Discounts**: Where applicable, siblings or long-term attendance may be eligible for discounts, which will be communicated to parents at the time of registration.
- **Funded Hours**: As of September 2025, eligible working parents can access up to 30 hours of free childcare per week for children aged nine months to four years. These hours are funded by the government and are available through registered providers such as Little Wonders Nursery. Eligibility is based on work status, income level (earning at least the equivalent of 16 hours per week at minimum wage), and immigration status. Applications can be submitted once a child is 23 weeks old, with funding commencing the term after the child turns nine months.

4. Payment Terms

- **Payment Schedule**: Fees are due on a monthly/termly basis (as agreed upon at the time of registration). Parents will be provided with a clear payment schedule outlining due dates.
- **Payment Methods**: Payments can be made via bank transfer, direct debit, cheque, or other payment methods as agreed with the nursery management. Payments must reference the child's name and ID for identification.

- **Late Payment**: Late payments may incur an additional fee. Parents will be notified in writing if payment has not been received by the due date. If payment is not made within seven days of the due date, the nursery reserves the right to suspend or terminate the child's place until the outstanding fees are settled.

5. Refunds and Adjustments

- **Refunds**: In the event of overpayment, parents will be offered a refund or credit toward future fees.
- **Absences**: No refunds will be issued for missed days, including absences due to illness or holidays, unless otherwise specified in the contract.

6. Non-payment and Debt Collection

- **Outstanding Fees**: If fees remain unpaid for an extended period, parents will be contacted by the nursery to discuss payment arrangements. If necessary, legal action may be pursued to recover debts.
- **Termination of Services**: Continued non-payment may result in the suspension or termination of the child's place at the nursery.

7. Communication with Parents

- Parents will be informed in writing of any fee increases at least one month prior to implementation.
- Any changes to the payment methods or policy will be communicated to parents in advance.