

Fee Paying Policy

Policy statement

Thorney Island Nursery values their relationship with parents/carers and is a non-profit making service- as such the Nursery is reliant on prompt payment to ensure effective functioning.



Procedures - Fees

- Parents/carers will be issued with an invoice during the third week of the month, detailing the fees due for the following month.
- An email will be received notifying parents of the invoice and then the monthly invoice can be found on the child's Famly account. All parents will need to activate their account to be able to access the invoices.
- Fees are to be paid within the first week of each month and one month in advance.
Fees can be paid via online banking, cash, tax free childcare, or childcare vouchers.
- Fees are set to reflect the cost of the service provided and the right is reserved to review them periodically.
- 4 weeks' notice is required for your child to change sessions or leave the nursery.
- Thorney Island nursery is closed for bank holidays, 5 inset days each academic year and during school holidays. You will not be charged for these periods.
- If you choose to take your child out of Thorney Island Nursery during term time you will still be charged.
- Children aged 9 months - 2 years may be entitled to 30 hours funding for 38 weeks of the year, if both parents are working a minimum of 16 hours per week at minimum wage, or the monetary equivalent of minimum wage per week.
- Children aged between 3-5 years are entitled to 15- or 30-hours Early Years Free Entitlement Funding, for 38 weeks of the year. Both parents must be working as stated in the above bullet point.
- Funding can be used between the hours of 7.30-5.30, with our main funded sessions being 9-12 & 12.30-3.30. Extra funded hours over and above these sessions can be used for breakfast and after school club sessions (maximum of 15 or 30 per week.) The lunchtime period, 12-12.30 is generally not included within the funded hours, and will be chargeable, along with the cost of the hot food. Where the lunch period is included in the funded hours, then there will be a cost for the hot food only. A packed lunch may be considered (see our healthy eating policy)
- A full discussion about funded hours and the best way to apply this to each individual child will be discussed during the initial visit to the nursery.
- School age children of military families may be able to access 20 hours of funding for wraparound care.
(further information can be found in our funding information leaflet)

Procedures – Difficulty paying

- Should a parent/carer experience problems paying their child's fees on time they should speak in confidence to the Bursar/Manager. Any decisions/requests will be at the discretion of the committee, but it is the responsibility of the parent to raise concerns early.

Procedures – Debt Recovery

If an arrangement has not been made, then the following procedure will apply:

- If payments are not received by due date: - a reminder invoice will be issued
- If payments are 1 week late: - a late payment fee of £20.00 will be charged and a third invoice will be issued accompanied by a letter and a copy of this policy.
- If payments are more than 2 weeks late: - A final warning will be issued giving the parent/carer 14 days to pay the full amount due.
- If the full payment is not received after this time scale legal procedures will be initiated and the allocation of a place at Nursery will be suspended for unfunded hours.
- If payment is made late and a late payment charge added to the account on 3 occasions, the matter will be handed over to the Committee.

Failure to comply with this policy may result in the termination of all sessions at the Nursery.

Policy Summary

Thorney Island Nursery has a pragmatic approach to the payment of fees and values the relationship with parents and carers. This policy intends to provide clear procedures and set down responsibilities of all parties, in order that the Nursery continues to provide a high-quality service and functions effectively.

This policy was adopted at a meeting of: Thorney Island Nursery

Held on: 4th May 2026

Date to be reviewed: May 2027

Signed on behalf of the committee: _____

Name of signatory: _____

Role of signatory: _____

Manager's signature: _____

Manager's name: Karen Theobald