

## **Organisation**

### **Fees Policy**

#### **Policy Statement**

It is our intention to provide high quality childcare and education to children and families from all sections of the local community.

Fees cover: staffing, internal activities; resources, i.e. paint, paper, glue etc; renewing equipment; refreshments and snacks; rent and utilities.

#### **Procedures**

- Our fees are set at differential rates for babies, toddlers and children over three in order to reflect variation in the costs of providing care for these different age groups.
- A registration fee of £50.00 maximum will be required for all children when enrolling.
- We accept childcare vouchers and also support IWCC Employee childcare scheme.
- Two\*, three and four year olds are eligible for the FFE funding - please ask for details. \*t&c applies
- Fees are payable in cases of absence and there is no reduction for sickness.
- We are open 51 weeks a year, Closing for Christmas.
- If you require a full time (51 week) contract a further two week's holiday may be taken at any time, where half fees are payable for part time places and a one day retainer for full time, with four week's notice being required. However fees are payable in all cases of absence during any other week The Island Day Nursery is open.
- All fees must be paid promptly in advance. Fees left unpaid after four weeks may result in a reduction of your child's hours and eventually will lead to your child's place being withdrawn.
- We reserve the right to recoup all outstanding monies owed in fees through the Small Claims Court.
- Notice to terminate this agreement, and to withdraw your child, must be given in writing one calendar month in advance of the intended date.
- We will be closed for Statutory Holidays, and the Directors reserve the right to close at other times, with the maximum notice possible being given.

#### **Persons responsible for implementing this policy:**

Erica Dunwell/Heather Bishop/Rosalind Moreno – Newport

Erica Dunwell/ Heather Bishop– Sandown

Erica Dunwell/Becky Kujabi – Wootton

**Review: August 2022**