



# Fees Policy (EYFS Updated - September 2025)

**Policy Statement:** At **Ovingham & District Under 5's**, we are committed to delivering high-quality childcare and early learning experiences. This policy outlines clear, transparent, and fair procedures regarding fees and payments, aligning with the revised Early Years Foundation Stage (EYFS, September 2025).

## **Fee Structure:**

- Fees are clearly structured based on days and hours of childcare required.
- Parents or guardians will receive a detailed breakdown reflecting their child's specific attendance.

## **Payment Schedule:**

- Payments are due in advance, and a itemised bill will be generated each term, as agreed upon at enrolment.
- Payment due dates will be clearly communicated and consistently enforced.

## **Payment Methods:**

- Accepted payment methods include electronic bank transfers, nursery card reader, or cash.
- Receipts will be issued promptly following payments.

## **Late Payment:**

- Timely payments are expected; late payments may incur an additional fee as outlined in the signed contract.

## **Absences and Refunds:**

- Fees remain payable during planned absences, including holidays and illness.
- No refunds or credits will be provided for missed sessions, although alternate sessions maybe offered if possible.

## **Lunch and Additional Fees:**

- Parents can choose for their child to have nursery snack and lunch or provide their own food from home.

A cooked nursery lunch and snack - £3.00

A healthy packed lunch and fruit for snack provided from home would be deemed an acceptable alternative.

Children are welcome to do a combination of meals and packed lunches. Please discuss your individual requirements with your child's keyworker.

- Parents will be informed clearly and in advance about any extra charges for special events, trips, or late pickups.
- Optional activities with extra fees will include clear communication, and parents can opt-out if desired.

#### **Fee Reviews and Adjustments:**

- Fees are reviewed annually to remain competitive and reflective of service quality.
- Changes to fees will be communicated clearly, in writing, with reasonable notice.

#### **Fee Arrears:**

- Childcare services may be suspended if significant arrears accrue until payment arrangements are resolved.
- Transparent communication will be maintained to resolve financial issues amicably.

#### **Contract and Agreement:**

- A detailed written contract outlining fees and terms will be provided to and signed by parents or guardians.
- This confirms mutual understanding and agreement of fee policies.

#### **Privacy and Confidentiality:**

- All financial information and payment records are treated with strict confidentiality.

#### **Review and Monitoring:**

- This policy is reviewed annually or sooner if required, aligning with EYFS guidelines and local regulations.
- Parent feedback is actively sought to enhance and refine our fee policies and practices.

#### **Alignment with EYFS 2025 Changes:**

- This policy incorporates EYFS 2025 revisions, ensuring clarity, fairness, and transparency in fee structures and financial arrangements.

This policy was adopted by the management committee on:

Signed:

Date: