



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: