



## Stepping Stones Nursery and Pre-School – Pay Policy

**Effective Date:** 1<sup>st</sup> September 2025

### 1. Payment Schedule

- All fees must be paid **in full by the last working day of each month.**
- Invoices will be issued in advance and are payable monthly.

### 2. Arrears and Late Payment Charges

- Any account not settled by the due date will be considered **in arrears.**
- A **late payment fee of £25.00** will be applied to all overdue accounts per month.
- Continued non-payment may result in the suspension of your child's place until the account is brought up to date.

### 3. Non-Funded and Unpaid Hours

- If your child attends hours that are **not covered by government funding**, these must be paid for in full.
- An eligibility code must be provided in order to claim for funded sessions.
- If these fees are not paid, **your child may not be able to return to the setting until the outstanding balance is cleared.**

### 4. Absences and Non-Transferable Days

- Fees remain payable **even if your child is absent** due to illness, holiday, or any other reason.
- **No days are transferable** to another date or sibling.
- This policy ensures that your child's place is held and staffing levels are maintained.

### 5. Wrap-Around Care Fees and Cancellation Policy

- Wrap-around care is available as follows:
  - **3:00pm – 4:15pm (without tea): £3.50**
  - **3:00pm – 5:30pm (with tea): £8.00**
- Should you wish to cancel your child's attendance at wrap-around care, **you must provide at least 48 hours' notice.**
- **Cancellations made with less than 48 hours' notice will be charged in full.**
- **Late collection from wrap-around care will incur a £20 charge.**

## 6. Breakfast Club

- **Breakfast Club is only available to Stepping Stones children from 8:00am** at an additional charge.
- This service follows the same **48-hour cancellation policy** as wrap-around care.
- Fees:
  - **£3.00 per session**

## 7. Payment Methods

- Payments can be made via **Arbor** using **card** or **BACS transfer**.
- **Card payments** can also be made **in person at the school office**.
- Please ensure your child's name is used as a reference when making payments.
- Top up payments can be made on Arbor and accounts can be placed in credit.

## 8. Nappies & Wipes Payment

- If your child has come to school with no nappy's nursery is able to provide one at the charge of 50p per nappy
- If you are unable to provide wipes, there will be a termly charge of £2.00.

## 9. Communication and Support

- If you are experiencing financial difficulties, please speak to the Nursery Manager as soon as possible. We are committed to working with families to find a solution.

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