

Howe Dell Day Care Fee Policy

Policy adopted in August 2007, reviewed February 2026

Aim

As a not-for-profit organisation, our fees reflect the costs required to provide a high-quality, safe, and stimulating service for all children in a sustainable manner.

Parents

The term “*parent*” refers to any person or body with parental responsibility, including foster parents or carers.

Procedure

The Day Care operates from 8:00am to 6:00pm, 50 weeks per year.

Sessions:

- 8:00am – 1:00pm
- 1:00pm – 6:00pm
- 8:00am – 6:00pm

All fees are set by the Howe Dell School and Day Care Full Governing Board and are reviewed annually. Parents/carers will be informed of any fee changes at least four weeks before an increase takes effect, or as soon as reasonably possible.

Day Care Fees

Monthly fees are payable in advance and are due on the first working day of each month. Continued late payment may result in an additional charge.

All payments made under the signed agreement must be paid via bank transfer, direct debit, standing order, childcare vouchers, or Tax-Free Childcare. Childcare vouchers and standing orders must be set up to clear on the first working day of each month.

Fees are charged for 50 weeks per year. No refunds will be given for periods when a child’s place is unfulfilled due to illness, holidays, or closure on bank holidays.

Late Payments

If fees are not paid on time, the Manager or Deputy Manager will notify the parent/carer by formal email. This will be monitored and, if payment remains outstanding, a formal letter will be issued requesting that payment is made within five days.

The Manager reserves the right to issue a formal warning to the parent/carer and to advise that continued late payment may result in the child’s place being forfeited.

If fees are persistently paid late, or not paid at all without explanation, we will be forced to terminate the child's place with immediate effect.

Parents/carers are encouraged to speak to the Manager or Deputy Manager if they have any queries regarding fees or if they anticipate difficulty in making a payment. We strongly advise parents/carers to make an appointment at the earliest possible opportunity to avoid jeopardising their child's place. Individual payment arrangements may be negotiated at the discretion of the Manager.

Suspension of Place

The Manager reserves the right to suspend a childcare place if payment is not received at the beginning of each month or by the agreed due date. This includes late collection fees. Please refer to the Debt Recovery Policy for further information.

Extra Sessions

If extra sessions are requested, they will be charged for regardless of attendance. Should the session no longer be required, four weeks' notice must be given to cancel. All extra sessions booked will be added to the monthly invoice.

Notice to Change Contract

Four weeks' written notice is required from parents/carers if a child is leaving the setting or if any changes are being made to contracted sessions.

Staff Discount

Howe Dell School and Day Care staff who use the Day Care facility are eligible for a 40% staff discount. This discount applies to staff only; no family or friend discounts are offered.

Acceptance of a Place and Administration Fee

Acceptance of a place will be deemed as acceptance of all terms and conditions. An administration fee of £100 is required upon accepting a place. This fee is non-refundable and is payable only once a place has been offered. The administration fee is in addition to childcare fees and contributes towards administrative costs and settling-in visits.

Start Dates, Deposits, and Withdrawal of a Place

When completing a booking form, parents/carers will be asked to provide a preferred start date for their child. If the agreed start date is postponed by the parent/carer, the current offer of a place will be withdrawn, the child's name will be re-entered onto the waiting list, and the deposit will be forfeited.

If the place is not taken up on the agreed start date, we reserve the right to withdraw the offer, and the deposit will be forfeited. We cannot guarantee that a place will be available for the following term, and any future offers are subject to availability.

Fee of 19th June 2023

Age	Full day 8-6pm	Half day 8-1pm	Half day 1-6pm
3 mths – 2 years	£78	£59	£57
2-3 years	£70	£55	£53
3-5 years	£67	£55	£53
Additional hourly session £20 per hour			
Enriched provision Full funding £25 per day funded day			
Enriched provision Half day funding £15 per half day funded day			
2 year supported funded children Packed lunch or purchase meals			

In certain circumstances where Day Care management considers it unsafe to open the Day Care (including, but not limited to, extreme weather conditions), fees will remain payable in full, and we will have no obligation to provide alternative childcare. If a closure caused by such circumstances exceeds one full day, a credit will be applied for any subsequent days of closure (excluding any days on which the Day Care would ordinarily be closed).

If HM Government mandates the closure of the Day Care for any reason, all fees payable will cease immediately for the duration of the enforced closure.