



# Parental Leave & Fees Policy

Bijou Day Nursery & Crèche, Cowbridge

**Policy owner:** Nursery Manager / Rheolwr y Feithrinfa

**Version:** 2.0

**Last reviewed:** June 2026 / Mehefin 2026

**Next review:** June 2027 / Mehefin 2027

**Approved by:** Samantha Rennison, Responsible Individual / Unigolyn Cyfrifol

## 1. Policy Statement

Bijou Day Nursery & Crèche aims to be transparent and fair in all matters relating to fees. This policy outlines our fee structure, payment terms, notice periods and approach to absences, holidays and funded hours.

This policy is informed by the Childcare Act 2006; Consumer Rights Act 2015; and CIW guidance on the Statement of Purpose.

## 2. Fee Structure

- Our current fee schedule is available in the Parent Pack and on our website
- Fees are reviewed annually and parents are given at least one month's notice of any changes
- Fees are charged based on booked sessions, not attendance
- A registration fee and deposit are required to secure a place

## 3. Payment Terms

- Fees are payable monthly in advance, due on the 1st of each month
- Payment can be made by bank transfer, standing order, childcare voucher or Tax-Free Childcare
- A full month's fees are charged regardless of the number of days in the month
- Late payment of fees may incur an administration charge
- If fees remain unpaid for more than 30 days despite reasonable communication, we reserve the right to suspend the child's place until the account is settled

## 4. Funded Places

### 4.1 Flying Start

Eligible 2-year-olds receive funded part-time childcare through the Flying Start programme. The funded hours are free to parents; additional hours are charged at our standard rate.

## 4.2 Foundation Phase Nursery Education (FPN)

Eligible 3- and 4-year-olds receive a minimum of 10 hours per week of funded nursery education during term time. Parents may combine funded hours with additional paid sessions.

## 4.3 Childcare Offer for Wales (30 hours)

Eligible working parents of 3- and 4-year-olds may access additional funded childcare hours. Eligibility is determined by the Welsh Government's Childcare Offer scheme.

## 5. Absences & Illness

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- Fees are payable during periods of child illness or absence, as the place is being held and staff costs continue
- Parents must notify the nursery by 9:00 am if their child will be absent
- Extended absence due to hospitalisation or serious illness will be considered on a case-by-case basis

## 6. Holidays

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- The nursery is open 51 weeks per year, closing for one week between Christmas and New Year and on bank holidays
- No fee reductions are given for family holidays taken during term time
- Parents must give at least 2 weeks' notice of planned holiday absence

## 7. Late Collection Charges

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A late collection fee of £10 per 15-minute block (or part thereof) may be applied for collections more than 15 minutes after the booked session end time. Refer to our Late Collection & Uncollected Child Policy.

## 8. Notice Period

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- A minimum of **one calendar month's written notice** is required to cancel or reduce booked sessions
- Notice must be given to the Nursery Manager in writing (letter or email)
- Fees are payable throughout the notice period whether or not the child attends

## 9. Fee Increases

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We review fees annually. Parents are given a minimum of one month's written notice of any fee increase. Increases are kept as moderate as possible while maintaining the high quality of care we provide.

## 10. Financial Difficulty

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We understand that financial circumstances can change. Parents experiencing difficulty are encouraged to speak to the Nursery Manager in confidence. Where possible, we will work together to find a manageable solution.

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**Bijou Day Nursery & Crèche**

Responsible Individual: Samantha Rennison

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