

# Bambino Ltd

## Charging Policy

Version	Date	Author	Comments
1.0	08/2010	Bambino Ltd	Initial release and adoption of policy
1.1	28/09/2011	Scott Roberts	Introduction of version control
1.2	28/09/2011	Scott Roberts	Clarifying statement regarding starting or finishing part way through a year
1.3	21/02/2012	Scott Roberts	Statement added regarding 'extras' attracting no discount
1.4	10/01/14	Sharon Peach	Changes to the way extra sessions are billed. Introduction of 2 year funding.

# Charging Policy

## Statement of intent

It is our intention to make nursery fees understandable and fair to all parents.

## Methods

In order to achieve this intent, we operate the following admissions policy.

- Our fees are widely advertised on the website and in written material, given to parents during showrounds.
- Fees are payable on the 1<sup>st</sup> of each month in advance.
- In order to arrive at a regular monthly charge for parents, we add up your entire year's fees, subtract any bank holidays that apply, and divide the total by 12 months.
- The monthly fee, as calculated using the above method, is applicable for every whole month in the year regardless of the child's starting or finishing month.
- We ask that you set up a standing order for this amount or pay via childcare vouchers through your employer, or a combination of both.
- Invoices are issued for the 1<sup>st</sup> of each month for your records.
- Any additional sessions or 'extras' will be added to your invoice.
- Children aged 3 or over may be eligible to receive funding through the Nursery Education Grant. Children aged 2 may be eligible to receive 2 year funding. We claim this on your behalf. We will deduct your entitlement to free nursery hours from your bill.

Signed on behalf of the nursery	Print Name	Date