



# Parental Leave & Fees Policy

Bijou Day Nursery & Crèche, Cowbridge

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

**Version:** 2.1

**Last reviewed:** July 2026 / Gorffennaf 2026

**Next review:** July 2027 / Gorffennaf 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, Annual Fee Break & Bank Holidays

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### 6.1 Bank Holidays & Christmas Closure

- The nursery is open 51 weeks per year, closing for one week between Christmas and New Year and on all bank holidays
- If your booking pattern falls on a bank holiday, fees remain payable as normal

### 6.2 Annual Fee Break

Families attending all year round may choose **one** of the following options:

- A **2-week (10-day) fee break** taken during January to November, calculated on a pro rata basis according to the number of days attended per week (for example, a child attending 3 days per week is entitled to 6 days); or
- Using the allowance against **bank holidays** instead — if this option is chosen, it must be continued for the whole calendar year

The fee break is applied to the invoice one month in advance and is reflected as a reduction of one week's or two weeks' fees.

### 6.3 Notice Requirements

- A minimum of **four weeks' written notice** MUST be given to, and acknowledged by, nursery management for a fee break to be actioned. This allows staffing rotas, which are planned monthly, to be adjusted
- Holidays not acknowledged, or taken without the required notice, will **not** be discounted
- Marking a holiday on the Famly app does **not** count as informing management and will not result in a fee reduction. Famly absence records are used for attendance and welfare purposes only

### 6.4 Conditions

- Families are entitled to **one fee break per calendar year**, available once enrolled for at least one session per week
- Unused fee-break days cannot be carried over to the following year

- Fees remain payable in full for all other holiday absence, as the place is held and staff costs continue

## 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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