



Financial Procedures

Once Upon A Time Nursery has Public Liability Insurance which is updated annually.

The nursery will hold records of all financial transactions and these will be available to the CIW on request.

All financial matters between the nursery and parent/guardian will be kept confidential at all times.

Invoices will be emailed to parents/carers monthly, usually around the 20th of each month.

Payments can be made by cash, standing order, direct debit, voucher or government funding.

The financial arrangements of the nursery e.g daily/weekly/monthly costs, will be discussed with the parents/guardians during their initial visit to the nursery and a letter will be sent out in advance to notify parents/guardians of any changes.

If a parent/guardian experiences difficulties of a financial nature which could jeopardise their child's placement at the nursery, they should make an appointment to speak to the nursery manager as soon as the problem arises. Following a meeting the manager may consider putting a payment plan in place or offer advice to the parent/guardian of who to contact for support such as welsh government tax free child care , universal credits etc.

The nursery has the rights to terminate the contract immediately if financial matters are not met and will follow the process to retrieve monies owed via the small claims court.