Payment Policy

It is our policy at Sunbeams to invoice for fees monthly in advance.

Sunbeams is open all year round, apart from Christmas where we close from Christmas Eve to the first day after the new year bank holiday. We are also closed bank holidays. There are no charges for days we are closed.

We offer parents either a full time contract or a term time contract. If parents opt for a full time contract, they are entitled to a two week holiday period where fees do not have to be paid- this is pro-rata. For example, if a child attends two days per week they will be entitled to four days holiday per year. If they opt for a term time contract, this operates in line with Gloucestershire school term dates. There will be no charges for the school holiday periods but all term time days must be paid for, including inset days.

We accept education grant funding as soon as children become eligible to claim. We operate from 7.30am to 5pm Monday to Friday. We accept education grant funding between these hours and offer parents flexibility as to how they allocate the funding, in line with the funding guidance from Gloucestershire county council. If children attend more hours than their allocated funded hours, these will be charged at our usual hourly rate.

We also allow stretched funding, we accept stretching over a 48 week period for those on a full time contract, taking into account the two week holiday period and Christmas and bank holiday closures. Stretched funding is calculated over the year, unless children join in their final pre-school year so will not be attending for a full year, this is then calculated pro-rata.

We charge a consumable charge for all children whether funded or not. We have kept our fees lower to account for this. The consumable charge covers extra resources that are not covered by education grant funding such as snacks, breakfast, extra celebration events such as Christmas and graduation and visits to the nursery. Parents have the option of opting out of these charges but must ensure they provide their child with their own snacks and breakfast each day they attend. Failure to do so will result in additional charges. We will also ask for a contribution towards events and visits if opting out of paying the consumable charge.

We also charge for a cooked lunch. Lunches are cooked freshly on the premises daily offering children a balanced diet in line with the latest nutritional advice for nurseries. Along with the snacks, we aim to give children a range of fruit and vegetables each day. Parents have the option to not have a cooked lunch and provide a lunch box instead.

Our terms of payment are to receive payment within seven days of receipt of invoice. We invoice monthly in advance on the first working day after the first of each month. Our invoices clearly itemise all charges. We require four week's notice of any changes that will impact your invoice.