

FEE POLICY

Fees

A deposit of £50.00 is paid on booking a place at the nursery. This is refundable when a child leaves, providing the 'Terms and Conditions' are met, as 4 weeks written notice is required if a child is leaving or cancelling any sessions or alternatively payment for 4 weeks full fees in lieu of notice is required.

Fees may be paid weekly or monthly and are due at the beginning of each week or month in advance (one month being equal to either 4 or 5 weeks). If paying monthly, invoices will either be emailed to the parent or given to the relevant room leader and distributed to parents within the first week of every month. If you do not receive an invoice in any given month please ask a member of staff who will be happy to help you.

Fees are to be paid all year round with the exception of Bank Holidays when we are closed.

There are no reductions for odd days, picking up early, holidays or absence due to sickness.

Non-payment of fees

If fees remain unpaid by the specified date, a letter will be sent reminding and giving 5 working days to pay the debt in full. If the debt is left unpaid for a further 5 days, the child will be excluded from the nursery and the debt pursued via a debt collecting organisation. No exceptions can be made.

Funding/Grants

Where applicable payment for attending nursery will be accepted in the form of funding from the local Education Authority, Nursery Education Grant (NEG) and other funding /grant sources. Any hours taken above the 15 (NEG) will be charged for. Children may attend for the 15 hours term time only at no charge subject to availability. Priority is given to those who require the place all year.

Nursery Vouchers

We accept all recognised childcare vouchers as way of full/part payment of fees. Parents are to enquire with their employer if they offer this benefit.