

FEE POLICY

Fees

A admissions fee of £150.00 is paid on booking a place at the nursery. This is non-refundable.

Fees are payable monthly on 6th of every month by DD. Before you child starts with us, you will be invited to register with our Go Cardless Direct Debit scheme. Invoices are issued by the start of every month and are calculated based on a monthly fee, meaning you pay the same amount every month. When a child leaves the nursery, you will receive a final invoice. Fees are to be paid all year round.

Full fees are payable for picking up early, holidays or absence due to sickness.

Extra Sessions

If a child accesses any extra sessions over the course of the month, a separate invoice will be issued at the end of the month and payment will either be taken by DD or the parent will need to make arrangements to pay the additional invoice in the usual way.

Non-payment of fees

If fees are not paid by 6th of the month, contact will be made and the outstanding debt will need to be paid in full within 5 working days. If the debt remains unpaid for a further 5 days, a Late Payment Charge of £15 per child will be applied and the child's place will be suspended, and the debt pursued via a debt collection organisation. No exceptions can be made.

Funding/Grants

Subject to eligibility, 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 over and above the (NEG) will be charged for at our standard hourly rate.

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.

Tax Free Childcare

If you're a working parent, you can open a Tax-Free Childcare account to pay for registered childcare. The government will top-up the money you pay into the account. For every £8 you pay in, the government will add an extra £2. You can receive up to £2,000 **per child** - that's up to £500 every three months. If you have a disabled child, you can receive up to £4,000 per child - that's up to £1,000 every three months.

Notice Periods

In order to terminate a child's place, we need a full month's written notice. Where a child is in receipt of the early education grant funding, a full term's notice will be required. All fees are to be paid up until the child's last day of notice.

This policy was reviewed on: 1st March 2026

By: Lucy Whitehead (Managing Director)