

FEE POLICY

Fees

An 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 your child starts with us, you will be invited to register with our Go Cardless Direct Debit scheme. Invoices are issued at the start of every month and are worked out on a yearly basis and divided by 12 months. Meaning you pay the same amount every month. On leaving the setting, the hours a child has attended is calculated along with the total fees paid, this will provide us with a final payment whether this be owed to us or credited back to you. The monthly fee structure payable by DD is calculated on the following basis:

Number of hours per week x 52 weeks of the year / 12 months

Fees are to be paid all year round.

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

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

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 (NEG) will be charged for.

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 term written notice. All fees are to be paid up until the child's last day of notice.

This policy was reviewed on: 31st March 2026

By: Lucy Whitehead (Managing Director)