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Charity no. 1037519

Fees Policy

Free early education can be accessed for 38 weeks a year. Our fees do not include outings, celebrations or entertainment, which is in addition to our usual session activities. Our fee structure is fully inclusive of all drinks and snacks

Fees

We accept payment of fees weekly, monthly or termly, but require a deposit of four weeks fees before your child commences nursery. A deposit is NOT required for children who are only accessing their free early education hours.

Fees are reviewed annually in April and we will advise parents/carers of any changes to our rates in writing one term in advance.

Full Day	8.45am – 3.15pm	£ 29.25
Morning Session	8.45am -11.15am	£ 11.25
Afternoon Session	12.45pm - 3.15pm	£ 11.25
Lunch Session	11.15am -12.45pm	£ 6.75

Our Free Early Education pattern is 8.45am- 11.15am and 12.45 pm – 3.15pm up to a maximum of 15 hours per week. There is an addition cost for the lunch session as shown above.

Payment of Fees

Fees should be paid on your child's first session of each week, if paying on a weekly basis, or on the first session of the month, if payment is made monthly or in the first week of term, if paying termly.

Fees can be paid by cash, cheque, standing order or bank transfer. A charge of £8.00 will be made if a cheque is returned by a bank.

Free Early Education Entitlement

All children become eligible for free early education the term after they become 3 years old. Some 2 year olds may also be eligible for free early education, if they are, free early education will begin at the start of the term after their second birthday. Parents/carers are asked to check eligibility with the manager. Free early education can be accessed using morning and afternoon sessions up to a maximum of 15 hours a week.

A child born on or between	Will become eligible for a free place from
1 st April and 31 st August	Start of Term 1, in September, following their 2 nd /3 rd birthday
1 st September and 31 st December	Start of Term 3, in January, following their 2 nd /3 rd birthday
1 st January and 31 st March	Start of Term 5, in April, following their 2 nd /3 rd birthday

Illness/Absence

No refund will be given in the event of a child's absence due to illness, holiday or any other reason.

Closures

Should the nursery be unable to open due to bad weather or any other unforeseen circumstances, parents will be refunded for a chargeable session or have it discounted from their next invoice. Should a closure need to take place part way through a session, a refund will not be given in this instance.

Late Pick Up

A charge will be levied if you are late picking up your child, unless you have previously made arrangements with the manager.

No of minutes late	Charge
10 minutes	£5.00
15 minutes	£7.50
20 minutes	£10.00
25 minutes	£12.50
30 minutes	£15.00

Late Payment of Fees

If you are experiencing financial hardship, please speak, in confidence, to the manager, so that alternative payment arrangements can be made.

If, without negotiation, fees are not settled, we are left with no alternative but to withdraw your child's fee paying hours/sessions. We will take legal action, if necessary, to recover the amount owed and no additional fee paying hours/sessions will be accessible until the outstanding fees are settled.