Nursery Fees and charging policy

➢ Fees are charged on a session basis – additional sessions can be booked at the office.

➢ Fees are reviewed annually and any changes will be notified to parents at least 1 month in advance.

➢ All nursery fees are invoiced on 1st of each month and are due on the last day of the same month.

➢ Late payment of fees will result in a £25 charge

➢ Parent/Carers picking up late from Nursery will be charged £5 for every 15 minutes.

➢ Any payment that is outstanding for more than 4 weeks will result in a formal letter giving Parent/Carers an additional four weeks to pay. Outstanding balances will then be passed to Telford & Wrekin Council who will take the necessary steps to recover the outstanding balance.

➢ Parent/Carers who are having financial difficulty are requested to contact the Nursery to implement a suitable payment plan.

➢ If at any time a parent/carer goes into arrears with their nursery fees we will reserve the right to withdraw the child's place and invoice them for the full amount owing.

➢ Full fees are charged if your child is absent due to illness.

➢ Parents/Carers are expected to give two weeks' notice to cancel their place.

➢ If a child does not attend and the Nursery is unable to contact the Parent/Carer, their place will be terminated and they will be charged all outstanding fees plus the four weeks' notice period.

➢ If at any time funded children who access extra sessions fall into arrears with nursery fees, they will revert to funded sessions only.

➢ Parents/Carers who access over their 15 hour grant funding or 30 hour grant funding will be invoiced for extra sessions used. Lunches are not included in funding sessions and are to be paid separately to Telford and Wrekin Council.

➢ Fees will be reimbursed at 50% when the nursery is closed ie snow day.

➢ Parents/Carers who apply for 2 year funding/30 hour funding to pay their childcare fees, are requested to provide evidence of entitlement.

➢ Payment is to be made by online banking/childcare vouchers/government gateway or debit card payments. Unfortunately we do not except cash or cheque payments. Due to Covid we ask that all payments are done via online banking where possible.

➢ Nursery fees do not include nappies, baby wipes, these are to be provided by parent/carers.

September 2020 Review September 2021