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 the 15th of every month for payment due at the end of the 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.

➢ Parents/Carers who apply for 15 /30-hour funding to pay their childcare fees, are requested to provide evidence of entitlement. If there are vacancies in our nursery, we will operate a 'Rising 3' policy allowing children to start in the term that they turn 3.

➢ Payment is to be made by online banking/childcare vouchers/government gateway or debit card payments.

➢ We offer a daily snack, payable on sco-pay, this is a voluntary contribution.

➢ School Dinner is provided by Telford and Wrekin Council and parents make payment in advance.

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

Reviewed May 2026