

## **15 Fees Policy**

*The staff strive to maintain good working relationships with all parents/carers. If families are experiencing financial difficulties, we are happy to discuss all options for repayment of fees.*

All fees are calculated and charged per term. Parents/carers will receive notice (by letter) of all fees due, in advance of each term.

Payments may be made termly or half termly by cash or direct transfer online.

If parents wish to pay monthly, this needs to be a regular payment by standing order  
or by childcare vouchers.

The first payment will be expected within two weeks of each term.\*

Fees are payable during periods of sickness and term-time family holidays. Fees will not be charged for any Bank Holidays that occur during term time. Fees will also not be charged for any sudden, unexpected closure days, for example : due to heavy snowfall.

One term's notice is required ( in writing) if parents/carers wish to withdraw their child from nursery.

A deposit of £40.00 is required upon enrolment. This amount is deducted from the first term's fees.

The nursery retains the right to make a charge for the late collection of children; this will be dependent on the circumstances/reasons for lateness.

\* If payment is not made by the due date, parents will be reminded verbally. After a further two weeks, parents will be sent a reminder fees letter and a £5 charge will be made for administrative costs.

If parents have not paid any fees due for the term by half term, the nursery reserves the right to not allow the child to attend the nursery until full payment is made. Weydown Nursery School also reserves the right to terminate a booking without notice, for the non-payment of fees.

Our current fees are £6.50 per hour, or £19.50 per three hour session. This is for under 3s and for extra sessions for older children above their free entitlement, please see below.

The Free Entitlement is available for 3-4 year olds, from the term after they are three. This pays for 15 hours per week. Some families may also be eligible for "FEET Funding" which pays for 2-3 year olds, if their families are on low incomes/ working tax credit. Please ask the manager for more information.

We accept Childcare Vouchers from various providers. These work by a salary sacrifice arrangement, whereby nursery fees can be paid at source before tax or National Insurance is deducted. In order to use these, your employer needs to set up an account with one of the providers. Please speak to the manager for more information.