



All children admitted are now entitled to receive 15 hours’ free education from the term after they are 2. Some children who are aged 3 and 4 are eligible for 30 hours free education. Parents will need to apply for this funding. Please use this link to find out if this applies to you. <https://www.childcarechoices.gov.uk/>

Children who are not in receipt of 30 hours funding, or are using their allocated hours funding at another setting, are subject to our charges for the sessions that are booked with us.

These fees are charged for hours taken over and above the child’s funded hour allocation.

<b>Morning Session 8.45am-11.45am</b>	<b>Afternoon session 12.15pm – 3.15pm</b>
<b>Cost per session £18.00</b>	<b>Cost per session £18.00</b>

The charges for lunch apply to all children who are in attendance over the lunch period.

<b>Lunch 11.45am-12.15pm</b>
<b>Cost per Session £3.00</b>

Parents/Carers claiming 30-hour funding who do not wish to pay for the lunch session have the option to collect their child at lunch time.

The days allocated for your child are fixed for the term. We are unable to give refunds for days lost through sickness, holiday, school closure due to severe weather, your child reducing their allocated sessions or leaving the setting without giving half a terms notice.

We expect all children to be collected on time. A £5 charge may also be invoiced in the event of a child being collected late from a session, without prior notice to the school office.

Charges are reviewed annually, and parents/carers will be notified in writing of any changes.

**Invoicing:**

Invoices are sent 2 weeks prior to the term starting and will detail the funded and chargeable sessions allocated to your child. Fees are always payable in advance and by the date stated on the invoice before the beginning of every term, for the whole term. Places are not confirmed until payment is received. Refunds will not be made, nor alternative sessions offered, to any child unable to attend due to illness or holidays taken during the term time.

**Payment:**

Payment is by BACS, **please always use your child’s name as a reference.**

If requested, fees can be paid in instalments to spread the cost. If you are facing difficulty in making payments, please arrange to speak to the Nursery Manger, to discuss any concerns you have and the possibility of putting a payment plan in place.

**Late Payment:**

If payment has not been received by the date stated on the Invoice, a reminder letter will be sent to parents/carers. Payment will be expected within 2 working days of receiving the reminder. Failure to pay fees will result in the non-funded sessions being removed, and at this stage your child’s extra sessions will not be guaranteed and could be filled by another child.