

Cherrytree Nursery School Ltd

Fees Policy

Hours

Cherrytree Nursery School is open from 8.45am to 3pm, Monday to Friday.

We operate three session times, and our fees, from September 2017, are as follows:-

8.45am-11.30am £15.00 **8.45am-1pm** £23.00 **8.45am-3pm** £33.00

Fee payments

Fees are payable for all term-time weeks, regardless of absence due to sickness, holidays etc. Once your child has started at Nursery, any fees due must be paid weekly, monthly or termly, **in advance**, whether your child attends or not (e.g. due to sickness or holiday).

Failure to keep up fee payments will result in the nursery having no option but to cancel your child's place.

If your child is eligible for a Free Early Education place and you remove your child from the nursery before the termly claim is made, you are liable for, and must pay the fees due for the sessions attended.

We prefer payment by debit card (free) or credit card (2% charge), or direct bank transfer. We will accept payment by cash, but no longer accept cheques.

If you have a problem with fee payments, please speak to a member of the management team immediately who will be able to discuss whether there are any options available to you.

Free Early Education Places

All children become eligible for a Free Early Education Place from the term after their third birthday and we will advise you of this the term before the funding is due.

Every child is eligible to receive up to a maximum of 15 hours per week, for **38 out of 39 term time weeks** over the academic year, so there will be five days which remain unfunded in the school year. If you wish your child to attend for these five unfunded days, or attend for extra sessions, they will be charged at the nursery's daily rate. You will be notified of any fees due in advance of the term to which it applies, and the fees are payable in advance.

The accounting periods for funding claims are: 1st September to 31st December, 1st January to 31st March and 1st April to 31st August. (For example, a child with a birthday of 2nd October will be eligible to receive funding from the following January).

Please ask at the office for details if you think you might be eligible for 30 hours of funding and to confirm if we have availability.

Free for 2 funding

Eligibility for a funded place from the term after your child's second birthday can be checked by the nursery - this will require personal data to be checked by the local authority. Funding is for 38 out of 39 term time weeks but can be started at any point during the term.

Late collection

Children must be collected promptly at the end of the session. Should you fail to collect your child at this time a late collection charge of £10.00 per 15 minutes or part will result.

If you are delayed collecting your child, you **must** phone the Nursery to advise us so that

suitable cover can be provided, as staff are only employed to cover the hours booked. Your child's place at Nursery may be lost if this becomes a regular occurrence.

Deposit

Unless your child is only attending for the funded sessions each week, a **deposit** of £80 is taken at the induction session, and is refundable if four weeks notice of leaving is given, or when your child goes to Primary School. Any fees due are payable during the notice period. If your child leaves without notice, or with fees owing, then the deposit will be forfeited.

If your child starts attending only for the funded sessions, but later on increases their attendance to more than the funded sessions, then a deposit of double the additional cost will become payable (and refunded as above).

Playscheme

A Playscheme (for children up to their 8th birthday) is run each holiday period except during the Christmas/ New Year break and Bank Holidays. We usually open at Newtown on Tuesdays and Wednesdays, and at Kingsnorth Road on Thursdays.

Playscheme fees, from October 2017, are as follows (fees for two year olds are shown in brackets):-

8.45am-12noon £12 (£18) **8.45am-1pm** £14 (£21) **8.45am-3pm** £18 (£27)

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