

# 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 2018, are as follows:-

**8.45am-11.30am** £16.00      **8.45am-1pm** £24.00      **8.45am-3pm** £34.50

### 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, and to cover the notice period.

We prefer payment by debit card 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 three and four year old 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 your child attends only for the 15 funded hours per week (or less) you may opt out of attending for the unfunded sessions. However, for children who attend more than the funded sessions, fees are payable for all extra sessions and also for the five unfunded sessions in the year, chargeable at the nursery's normal daily rate (see paragraph 1 above).

You will be notified, by an invoice, 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: 1<sup>st</sup> September to 31<sup>st</sup> December, 1<sup>st</sup> January to 31<sup>st</sup> March and 1<sup>st</sup> April to 31<sup>st</sup> August. (For example, a child with a birthday of 2<sup>nd</sup> 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, **as spaces are limited**.

If we have space available, and your claim for 30 hours is validated, only 6 hours of our 6.25 hour day are covered. Fees for the unfunded part of the day (8.45am-9am) are charged for at £3 per day. **The five unfunded days in the year are also payable for**, whether you decide to send your child for these sessions or not, at our normal daily rate of £34.50. Your invoice will show the total due for each term.

### Free for 2 funding

Parents on a low income, or unemployed, may be eligible for a funded place for their child from the term after the child's second birthday. (Please ask at the office if you think you might be eligible for free for 2 funding and to confirm if we have availability, **as spaces are limited**). Funding is for 15 hours per week for **38 out of 39 term time weeks** and can be started at any point during the term. If your child attends only for the 15 funded hours per week (or less) you

may opt out of attending for the unfunded sessions. However, for children who attend more than the funded sessions, fees are payable for all extra sessions and also for the five unfunded sessions in the year, chargeable at the nursery's normal daily rate (see paragraph 1 above).

### **Late collection**

Children must be collected promptly at the end of their 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 you have 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. This is refundable if four weeks notice of leaving is given, or when your child goes to reception or year one of 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 only attends for the funded sessions when starting nursery, but later on increases their attendance to more than the funded sessions, then a deposit of double the additional weekly cost (up to £80) will become payable (and refunded as above if four weeks notice is given).

### **Playscheme**

A Playscheme (for children from 2 yrs old up to their 8<sup>th</sup> 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 2018, are as follows (fees for two year olds are shown in brackets):-

**8.45am-12noon** £12.50 (£18.75)      **8.45am-1pm** £15 (£22.50)      **8.45am-3pm** £20 (£30)