



St. Margaret's Nursery

Payment of fees policy

Nursery

Reviewed: May 2022

Date for review: April 2023

Payment of fees policy

Payments

Invoices for a whole term will be issued at the end of the previous term. The payment is split into two payment instalments dates but you are welcome to pay weekly or monthly. Fees will be requested at the beginning of every half term.

Accepted methods of payments include childcare vouchers and direct payments into St Margaret's School bank account (please ask for details).

The nursery accepts payment by childcare voucher and is registered from the following companies;

- Computershare
- Fidelity
- Care 4
- Edenred
- RG childcare
- Sodexo
- Government Tax free childcare (you can find our nursery under the reference of 126043-RH110AQ)

Fees are reviewed annually and parent/carers will be notified of any changes in writing.

The charges for St Margaret's Nursery with effect from 01 September 2022 are as follows:

- Children who are not yet eligible for the Early Years Free Entitlement will be charged: £21.00 for each session, £6.00 for lunch time and £48.00 all day.
- Funded only sessions. If your child is eligible for two, three and four year old funding then the session hours will be 8.30 -11.30 in the mornings and 1-4 in the afternoons. If you would like to extend this session then the extra cost will be £3.00 per session for the extra half an hour and £6.00 for the lunch period.
- Free Entitlement funding each term is up to 15/30 hours per week depending on which you are eligible for, this may be claimed over 38 weeks. Parents/ carers may stretch this funding if you attend in the holiday periods.

No refund can be made when children do not attend their scheduled sessions, if for example, a child has been ill or has been absent on holiday. If a parent wishes to reschedule a session and substitute another, then the full charge for the amended session would have to be made.

All children will need to be collected by 16.30 if you are attending an afternoon. Late collection of children past their session time will occur, a charge of £6.00 per 15 minutes of lateness.

All missed sessions including child illnesses are payable in full.

We value partnership working and if at any time you are experiencing financial difficulty please discuss with the nursery manager who may consider alternative payment options.

Non Payment of Fees

In the event that the nursery does not receive the required fees on the allocated payment days then the following procedure will be activated:

- If payment is received within the allocated payment days then no action will be taken.
- If payment is not received we will write to the parent/carer asking for immediate payment in full, plus an administration fee of £20.00. At this stage the child will not be able to use the services of the nursery until payment in full is received.
- If payment is received within 4 days no further action will be taken and the child may resume attending the Nursery.
- If payment is not received within the 4 days a final letter will be sent to the parent/carer inviting immediate payment plus a further administration fee of £25.00
- If payment is received within the 4 days from the date of the final letter no further action will be taken and the child may resume attending the Nursery.
- It is our policy to pursue all unpaid fees through County Court for recovery of the Nursery money.