

**Payment of Fees Policy**

 It is our intention to make the nursery fees understandable and fair to all parent/carer(s). We are open 51 weeks of the year with the exception of Christmas and Bank Holidays. We do not charge for days we are closed. A matrix of our fees is displayed by the main entrance and is also contained within the registration pack/prospectus.

 Parent/carer(s) can pay via childcare vouchers through their employer, or a combination of both. Payment by cheque or cash is also accepted but must be in advance. Our preferred method of payment is via Bank Transfer.

Up to 570 hours per year of Government ‘2gether’ funded hours are available for some parents who claim certain benefits for children who are 2 year olds. This starts from the term following the child’s 2nd birthday and will be calculated and shown as a reduction on invoices.

In both cases the total number of hours claimed per year is 570, these can be used in 2 ways. 15 hours per week over 38 weeks a year or 11 hours a week spread over 51 weeks of the year. It is not possible to change from 15 to 11 hours per week once we have started claiming the funding.

Up to 30 hours of Government funded Early Years Entitlement is available to all 3 & 4 year olds from working families. The 30 hours funding is available from the term following the child’s 3rd birthday. This will be calculated and shown as a reduction on invoices. The 30 hours funded places are available between the hours of 9-3 term time only.

Fees must still be paid if your child is absent for a short period of time e.g. illness or holiday. If your child has to be absent over a long period of time, please talk to the Nursery Manager to discuss any fee arrangements. Any discussions will be completely confidential.

 If you wish to cancel your child’s place at the nursery then we will require 1 calendar months’ notice.