



# MILLFIELD NURSERY



## FEES POLICY 2017/2018

Millfield Nursery, Millfield Primary School, Grange Lane, Littleport, CB6 1HW.

Tel: 01353 861612

Email: [nursery@millfieldprimary.org](mailto:nursery@millfieldprimary.org)

### Fee Policy

**All Nursery fees are to be paid monthly in advance, either by online payments, cheque or cash.**

### 3 Year Old Pricing Structure

Hourly rate, over and above 15/30hrs funded - £4.04.

**Lunchtime Meals:** £2.30. You may also provide your own packed lunch.

### 15hr/ 30hr Free Childcare:

The number of 15hr/30hr places we have to offer will be at the Nursery's discretion in order to ensure sustainability of the nursery.

We are offering 15hrs/30hrs free childcare to families who meet the Government criteria and can present a valid code. Please note it is your responsibility to renew your codes on time (they are time limited) to ensure a continuing place at nursery. To check your eligibility for funded hours and/or register, please visit <https://www.childcarechoices.gov.uk>

**Late payment: Fees are due half termly in advance; please pay all fees by the end of the first week in each half term.** After this period fees are deemed to be late. As a goodwill gesture the late payment fee will not be added to your account if your account is paid in full by the 10<sup>th</sup> working day of each half term. Where a closure period occurs within this period, payment should be made by the last day before a closure. If fees have not been paid in full by the end of the month your booking will revert to your free entitlement only (within the session options for booking) until your account is settled; sessions may then be resumed at the discretion of the leadership team. If your child does not have any free entitlement your child will not be able to attend until your account is paid in full.

Late payment fees are charged at 10% of the outstanding balance up to a maximum of £10.

Please note if your child is absent due to sickness or holiday, you are required to pay full fees for **ALL** booked sessions.

Where sessions are missed due to unexpected closure of the nursery, e.g. damage to the buildings, water or electricity supply, weather (such as heavy snow, or other unforeseen emergency), part time fee paying children will be offered the opportunity to make up missed sessions where places allow.

Full time fee paying children may be offered a refund. Fees will be charged for your booked session in its entirety even if your child is collected early.

**Debt:** Where a debt is remaining after a child leaves the setting or is ongoing whilst your child accesses their free entitlement, your name, address and contact details will be escalated to the County Court. This may affect your credit rating and your ability to get credit in the future.

If you wish to cancel or reduce your booked sessions we will require 6 weeks notice. Where notice is not given, full fees will be charged in respect of this period. If you wish to return you will need to re-join the waiting list.

**Unpaid cheques/direct debits**

There will be a charge payable for all unpaid cheques/direct debits, this will be the amount the bank charges us plus an admin charge of £5.

**Late Collection Fees**

Late fees are applied in order to maintain regulatory ratios throughout the day. These are charged at **£1 per every 5 minutes** after the first 5 minutes grace period.

-----tear here -----

I \_\_\_\_\_ (Print name in CAPITAL letters)

confirm that I have read the fees policy. I understand that fees are paid monthly in advance and are due for all session even when my child is ill or goes on holiday. I have understood the late payment charges and the actions that will be taken should I not clear my account by the end of the month or fall into debt. By signing this policy I agree to its terms and conditions.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_