



# MILLFIELD NURSERY



## FEES POLICY 2025/2026

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 through our online Parentpay system or via HM Government tax free childcare vouchers.**

### **3 Year Old Pricing Structure**

Hourly rate, over and above 15/30hrs funded - £7.00

### **Lunchtime Meals**

At present this is charged at £2.55. You may also provide your child with a 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>

### **Payment structure**

**Fees are due half termly in advance; please pay all fees by the date stated on the invoice.** If fees have not been paid in full we will issue you with a first payment reminder with a 7 day payment notice. If payment is still not received we will issue you a second reminder and a 10% administration fee will be added. In addition your child will not be able to attend their fee paying sessions until your account is settled. Sessions may be resumed at the discretion of the leadership team.

Fees will be charged for your booked session in its entirety even if your child is collected early. Please note if your child is absent due to sickness or holiday, you are required to pay full fees for **ALL** booked sessions.

### **Unforeseen Circumstances**

If the Nursery is closed due to unforeseen circumstances, e.g. damage to the building, water or electricity supply we will endeavour to offer missed sessions where places allow or a refund will be issued. 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.

### **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 Local Authority.

### **Session Amendments**

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.

### **AD-Hoc Sessions**

At present we are unable to accept ad-hoc bookings.

### **Late Collection Fees**

Late collection fees are charged at £5 for every 5 minutes.

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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: \_\_\_\_\_