

## **Nursery Charging and Remissions Policy**

### **FEE STRUCTURE**

All fees will be required at the beginning of each HALF-TERM; fees are due in advance. We ask for a commitment to sessions over the coming term. There are no reductions for holiday or sickness.

Should you wish to cancel/terminate any paid sessions we require 1 months notice in writing.

Payment is requested online via bank transfer (or ParentMail). Invoices are generated for a term in advance with the option to pay in two instalments. It is necessary to have cleared the first half of the invoice before the new term commences and the second half due by the end of the half-term. If any arrears remain at the end of a full-term, a place will unfortunately no longer be available for the following term.

Three and four year olds are eligible for funding from the term after they turn three, which can be taken as 15 hours per week, either in one setting, or split between two. You may be eligible to get up to 30 hours free childcare if you meet certain criteria.

We may ask you to take your child out of the Nursery, should you not make payment in accordance with our terms. We may also take appropriate legal action to recover unpaid fees.