

Primley Wood Nursery Fee Policy

At Primley Wood Nursery, we understand that the cost of registered childcare may seem expensive to a parent/carer. However, to provide a high quality, safe and stimulating service for children, and to ensure the continued high standards and sustainability of the nursery, we must ask that parents /carers respect our policy in respect of fees.

We value our relationship with parents/carers and will be sympathetic towards any difficulty parents/carers may face in paying their child's fees. However, we are unable to function effectively without these payments.

Payment of fees

- All nursery fees are to be paid monthly in advance via Blossom App or childcare vouchers.
- No refunds will be given for sickness or absences.
- Non-attendance due to family holiday are still charged at full rate
- If you child is absent for more than 4 weeks due to holiday this can result in your child's place at Primley Wood Nursery being allocated to another child.
- We are a term time only nursery, when the school is closed nursery fees will not apply.
- Invoices are produced termly but all fees should be paid monthly the last working day of the month to avoid any arrears occurring on your fee account.
- You enter into a contract with Primley Wood Nursery when a starting date is agreed.
- Please inform the School office if you have difficulties in paying your fees. Failure to meet payments will result in the suspension of the Nursery place.

Late payment/ Non-payment of fees procedure:

- After one month of non-payment you will receive a written reminder.
- A further two reminders will be given if required.
- After the third written reminder following non-payment, we will suspend the childcare place, and children will not be allowed to come into the nursery until the fees are paid in full.
- If the fees are not paid in full, the nursery will terminate the contract and send a letter to confirm this.
- All costs incurred in the collection of unpaid fees including administration costs and costs from using solicitors or debt collection agencies where needed will be recoverable in full.

Help with childcare costs

- Primley Wood Nursery offer competitive fees which are reviewed annually. The government offers a range of funded childcare schemes to help lighten the financial load. There are schemes available for a wide range of circumstances including working parents and parents in receipt of benefits
- For information about which scheme would be best suited to you, please visit the <https://www.childcarechoices.gov.uk/> website.

Childcare Vouchers: for working parents

Employers offer these schemes as a salary sacrifice scheme. Even if your employer does not currently have a scheme set up, in most cases they should be able to do so. Childcare vouchers are exempt from National Insurance contributions on the first £55 you earn a week; tax is only paid on the remainder of the income. This may affect your entitlement to other benefits if you receive any, so you should check this out first. For more information, speak to your employer about which scheme they offer. The nursery accepts a wide variety of Childcare Vouchers.

Late collection Fees

- If you are late for collecting your child, you will be charged late collection fees.

Terms of Notice

- If you wish to cancel your child's place, written notice of one month must be given. Fees must still be paid during the period of notice.