



# **Charging Policy**

September 2018

To be reviewed September 2020

## **Parent Contract for Additional Hours at Abercromby Nursery School**

At Abercromby Nursery School we offer a quality pre-school education delivered by experienced, well qualified teaching professionals and a highly trained staff team.

We encourage children to become enthusiastic, independent learners by providing an exciting curriculum to make each child "school ready".

All 3-4 year olds are entitled to 15 hours funded education, in the term following their 3<sup>rd</sup> birthday.

Working parents of 3-4 year olds are entitled to claim an additional funded 15 hours, making 30 hours in total.

Some 2 year olds are eligible for a 15 hours funded place.

Some parents may wish to purchase additional hours for their children. These may be given, only if places are available as per our admissions policy.

The Contract outlines our charging structure when taking additional hours.

Should families require additional hours the following applies:

### **Fees:**

Any additional hours must be paid for monthly (at the start of the month). Fees are set at £5.00 per hour for any additional hours.

For example an additional 15 hours per week so that a child is full time, would cost £75.00 per week.

We ask for a voluntary contribution to snack at £1 per week or £2 for children attending full time.

### **Late Payments:**

Please be aware that late payment of fees is taken seriously by the Nursery and we may suspend your child/children's place if fees is outstanding by more than one week.

Fees accruing during this suspension are still payable and we will take legal action to recover the debt, all court costs and interest.

### **Illness/Absence:**

In the event of any absence due to personal circumstances, holidays or sickness, fees are still payable and sadly cannot be refunded. Staff still need to be paid and your payment for a place ensures we will keep a place open for your child.

**Notice of Leaving:**

Parents are required to give one month's notice in writing.

**Review:**

We will review our pricing policy regularly and parents will be notified of any changes that occur.

All payments are recorded on our system and you are very welcome to speak to the Admin Office about the Policy.

I have read and understand the Contract and agree to pay Nursery Fees as stated within the Contract.

Signed .....

Date: .....