



Charging Policy

November 2022

To be reviewed November 2025

Charging Policy 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 3rd 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, but only if places are available as per our admissions policy.

Fees:

This policy outlines our charging structure when taking additional hours. Should families require additional hours the following applies:

- Any additional hours must be paid for monthly, at the start of the month.
- Fees are set at £5.50 per hour for any additional hours.
- For example, an additional 15 hours per week, so that a child is full time, would cost £82.50 per week.
- We also ask for a voluntary contribution for snack at £1 per week, or £2 for children attending full time.

Late Payments:

Families must be aware that late payment of fees is taken seriously by the Nursery and we may suspend a child's place if fees are outstanding by more than one week.

Fees accruing during this suspension are still payable and if left unpaid, 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 payment for a place ensures we will keep a place open for that 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.

Families are very welcome to speak to the Office Staff or Head Teacher about the Policy.

Contract:

Families are asked to sign the following declaration to show they have read and understood the Charging Policy.

FAMILY DECLARATION

I wish to purchase additional hours for my child.....

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

Signed

Date: