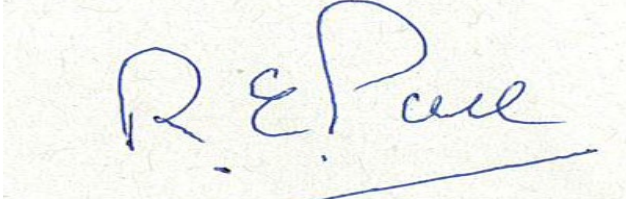





Aspire, Believe - Together Achieve

Nursery Payment Policy

Signed Chair of Governors	
Signed Head Teacher	



Nursery Payment Policy

Aim

St Barnabas Nursery class aims to provide value for money in an outstanding environment run by a classroom teacher.

Fees overview

Children aged three and four can use the Nursery Education Grant to access 15 or 30 hours of free Nursery education. For more details about the criteria please visit <https://childcare-support.tax.service.gov.uk>.

You will be required to complete an EY4P funding form to inform us of the hours you are eligible for. Any additional hours required would be subject to charge, £4.50 per hour from the 1st April 2021. Sessions run from 8.30 am to 12.30 pm and 12.30 pm to 3.30 pm.

A school meal can also be purchased at £2.00 per day. We ask that children attend for a minimum of nine hours per week.

Registration Fee

A non-refundable registration fee of £30.00 must be paid in order to secure any offer of a place at St Barnabas Nursery.

Payment for childcare fees.

Nursery fees for the 2021/2022 academic year are £4.50 per hour per child and are **payable termly in advance**. You will be issued an invoice two weeks before the end of the preceding term and fees can be paid in cash, cheque (made payable to 'South Gloucestershire Council') or using our online payment system. Fees will be charged for the agreed days and hours regardless of whether the child attends or not. If your cheque is returned unpaid you will be charged the relevant banking fee. You may also be charged an administration fee representing 5% of the value of the cheque.

If you wish to stop your child's attendance at Nursery then you need to give 4 weeks' notice, in writing, of the date you intend to withdraw your child, otherwise you may be liable for any fees for the following term.

The School will review Nursery fees on an annual basis in the summer term. Any increase will take effect from the start of the new academic year in September.

Non-payment of Childcare / additional Fees

If the fees have not been paid in advance by the deadline given, in the first instance, a text reminder will be sent out reminding that payment is due. This will be followed up with a phone call, if payment is still not received. If the debt remains unpaid a letter will then be issued informing parents that the child will no longer be able to attend the nursery until fees are paid in full.

Non – payment of childcare fees by the date specified on the invoice will result in a late payment charge of 10% of the total charges made.

Payment for late collection

All parents/carers will be given a five minute grace period on late collection of their child. If your child has still not been collected 5 minutes after the session has ended a £10.00 charge will be levied and for every ten minutes thereafter. We understand that sometimes emergencies happen, so if you know you are going to be longer than 5 minutes late picking up, please contact the nursery as soon as possible.

Approved Jan 2021

