



Little Valley Nursery Payment Policy for Sherwell Valley Primary School

Nursery Fee Structure:

Some children may be eligible for 15 hours free childcare per week – please apply online at www.torbay.gov.uk/childcare2yo if you think you may be eligible. The fee for all chargeable hours is £4.20 per hour. Nursery is open for 190 days per year.

| Time | Cost (£) |
|--------------------|-----------------|
| 8.50am – 11.50am | 12.60 |
| 11.50am – 12.50pm | 4.20* |
| 12.50 pm – 3.20 pm | 10.50 |

* A packed lunch can be provided at a charge of £2.40 a day in addition to the hourly rate. Prices of school lunches are reviewed each year in September.

Invoices

Little Valley Nursery will invoice each parent at the beginning of every half-term, detailing how much is owed. Payment must then be made, in full, to the Nursery within 14 days of the date of the invoice.

Late/Non Payment of Fees

If payment is not made by the due date, a reminder will be sent to the parent at the first available opportunity detailing the amount involved and when payment is required by.

If payment is not made within a further five working days an administration fee of £10.00 will be added to the invoice. Another letter will be sent to the parent informing them that payment will be required the next time the child attends the nursery. If payment is not made at this point the child will not be admitted to the nursery.

The child will not be able to attend until the debt is paid in full or an appropriate payment schedule is agreed.

Payment for Holidays

There will be no reduction for holidays taken in term time.

Sickness

You should keep your child at home if they are too unwell to attend Nursery. If your child has vomited or has had diarrhoea they should remain at home for 48 hours after the last bout. Please telephone the school office to let us know if your child will be unable to attend Nursery. Fees will still be charged if your child is unwell.

Late Collection of a child

If you are more than 15 minutes late collecting your child you will be charged £5.00. For every minute you are late, in addition to this first 15 minutes, you will be charged an additional £1.00.

For example if you are 20 minutes late you will be charged £10.00. (£5.00 for the initial 15 minutes, then another £5.00 for the additional 5 minutes). Rules covering late payment of fees will apply.

If you are going to be late collecting a child please contact the school as soon as possible.

Notice Period

If you wish to withdraw your child from the Nursery we require 4 weeks notice in writing to Mrs Garswood in the School Office.

This policy was reviewed and approved by the Full Governing Body on 27th February 2018 and covers the period from 1st September 2018 until 31st August 2019. The Policy will be reviewed again in January 2019.