



### **FEES POLICY**

All Nursery fees must be paid for in advance of care.

Fees are calculated and billed at the beginning of each term and can be paid in bi-termly instalments.

If a parent is unable to pay fees by the due date, they should contact the Accounts Administrator so that a more flexible arrangement can be made.

Where fees are more than one month in arrears the Nursery reserves the right to withdraw that child's place.

Full fees are due whether or not the child attends the sessions available to them.

Parents will be given fair notice of any increase in fees.

The Nursery requires one full term's notice in writing if a child is leaving the Nursery other than at the normal age of transfer to school. If less notice is given then fees will be charged in lieu of notice. This charge will be refunded if the Nursery is able to fill the vacancy, however there will be a charge of £10 to cover administration costs.

**Review Date: March 2025**