

Headteacher: Ms Claire Syms

## Halley House School Nursery Fee Schedule- from September 2023

Fees are charged per calendar month, in advance and are due for payment, in full, on or before the 1<sup>st</sup> of each month to which they relate by standing order or direct debit. All payments must include your unique payment reference code provided by the nursery which you will find on your monthly invoice.

A late payment charge of £50 will be added at 5pm on the 10<sup>th</sup> of each month for all children for whom fees have not been paid in full (with the exception of families that have an approved repayment plan in writing from the Nursery Manager).

All booking patterns and acceptance into the nursery is at the manager's discretion.

### Standard Fee Schedule

Standard Fee Payer	Breakfast Club (7.45am – 9.00am)	After School Club (3.30pm – 6.00pm)	Lunches, including snacks twice daily	Full day with no funding (9.00am – 3.30pm)
All Children	£4	£12	£4	£35

### Term Time Only places

The manager has full and sole discretion to accept the request for a term-time only childcare place.

### Free Education Entitlement (FEE) Childcare Places (15 or 30 hours free)

All FEE funded children are welcome, subject to termly availability. Additional sessions can be purchased.

### 30 Hour Nursery Education Grant (NEG) to be taken over 5 days

5 x 6 hour days (9.00am – 3.30pm; subject to availability)

### Additional Hours

Additional hours for extended school services are charged at £4 (7.45am-9.00am) and £12 (3.30pm-6.00pm). These charges include part use of these sessions. Additional hours must be agreed with the manager in advance and will be subject to availability. If you arrive prior to your allocated start time, or collect after your designated finish time, the additional charges will be applied in full.

### Late Collection

Late collection will be charged at a rate of £5 for every 5 minutes after the completion of your child's booked session. For the safety and wellbeing of our staff and children, collection after 6.15pm will begin our 'Non-collected child' policy and procedure, a copy of which can be viewed at the Nursery.

[www.halleyhouseschool.org.uk](http://www.halleyhouseschool.org.uk)



**Illness, Holidays and other absence from Nursery**

The payment of fees is a calculation of your standard weekly booking pattern times 48 weeks, divided by 12 equal monthly payments, plus the addition of any extra services requested. There are no payment breaks, discounts or reduction of fees due to illness, holidays or any other non-attendance of designated childcare booking patterns.

**Non or late payment of fees:**

We hope to work closely with you and should you have any problems paying, please speak to a member of the team immediately so we can assist. A 'payment on time' culture is important for us to provide the levels of quality and care we expect to allow your child(ren) to thrive. When signing our childcare contract for us to provide you with a confirmed childcare place based on your booking pattern, we confirm to secure a designated childcare place for you.

Any account falling into arrears will trigger the following procedure:

- If any account falls into arrears a reminder will be issued to bring the account up to date by the 10<sup>th</sup> day of each month. Full payment must be made within 4 days.
- Any account in arrears by the 14<sup>th</sup> of the month will be subject to a late fee penalty charge of £50. At this point, a discretionary 2.5% per day will be added to your outstanding charge.
- By the end of the calendar month any account with fees due will have their childcare place frozen until all outstanding fees are settled, unless there is a payment agreement (which will be at the sole discretion of the Nursery Manager)
- An additional 5 days are given to settle the outstanding amount. After the additional 5 days the account arrears will be passed on to our Trust Finance team to instigate debt collection. The child will be unable to attend the nursery until all outstanding fees and charges have been cleared.

