

## **Fees Policy**

Grayswood Nursery School is a registered charity and, therefore, does not make a profit. Consequently, it maintains the fees at a low rate whilst providing a comprehensive programme for the children. The nursery school's fees are decided by the committee's serving officers.

- 1) Fees will be subject to increase at any time as and when it is considered necessary.
- 2) Parents will be informed in writing of any increases in fees at least four weeks in advance.
- 3) A non-refundable registration fee is payable when a child enrolls at the nursery school and a refundable deposit is requested when a child joins the nursery school. In return the child will receive a nursery school book bag during the first few weeks of starting nursery, which must be replaced if lost or damaged.
- 4) Half a term's notice is required of a child's permanent withdrawal from the nursery school, or fees in lieu thereof.
- 5) Fees are payable termly in advance, regardless of attendance. They will not normally be refundable, however, a partial refund of fees may be considered in the event of an unavoidable and prolonged absence. The child's parents/guardian should write to the chairman, explaining the reasons for the child's absence and requesting that fees should be waived. The matter will be considered by the committee and a decision given in writing within four weeks of the parents' application.
- 6) In the event of the nursery being closed for reasons beyond management control (i.e. water cut, power cut, severe weather conditions), alternative sessions will be offered where possible. However, there is no automatic refund of fees. The nursery will endeavour to make alternative arrangements (i.e. alternative location). Short notice closures will be informed to parents via text or email.
- 7) For parents who find termly payments difficult, arrangements can be made for fees to be paid in smaller increments.
- 8) Sponsorship may be available for parents who are unable to meet the fees.
- 9) When two children from the same family attend the nursery, there will be a 5% discount on fees.
- 10) Any fees that remain outstanding four weeks after the due date will be subject to a 10% surcharge. The child's parents (or sponsor) will be sent an 'overdue fees' notice and the payment of fees and surcharge should be received within seven days of issue of this notice. If fees remain unpaid after that time the issuing officer will inform the chairman, who will arrange a meeting with the parents to discuss the matter and make arrangements for payment. Payment of overdue fees may be made in instalments mutually agreed by the parents and chairman if the parents are unable to make a lump sum payment.
- 11) Non-payment of a whole term's fees may result in the child's exclusion from the nursery school.
- 12) Extra sessions will not be held open unless the session fees are paid.

- 13) 15 hours free childcare is available to children in the term after their third birthday on completion of the relevant documentation. Funding provides for up to 15 hours per week for 38 weeks per year. The nursery will claim the funding.
- 14) Whilst we understand that children may become ill and holidays are taken during term time, children in receipt of funding are expected to attend nursery on their allotted days. In the event of an audit from Surrey County Council, funding may be withdrawn for children who are consistently absent without reason, and the nursery will require reimbursement of lost fees directly from the parents.
- 15) In some exceptional cases of need, funding may be available for two year olds (FEET). Grayswood Nursery School is registered to take children who are eligible for FEET funding. Parents should speak to the nursery manager in confidence.