



# BROOK HOUSE NURSERY

## POLICY ON FEES

### **Deposits**

A deposit of £500 is payable when accepting or holding a place at the Nursery. The deposit will be refunded after the fees have been paid, provided parents give two months' written notice.

### **Calculation of fees**

The fees are calculated by multiplying the weekly amount by the 51 weeks that the nursery is open, and dividing that figure by 12 calendar months.

A 5% discount is applied when calculating fees for 5 days per week. A sibling discount of 5% is applied to families with two or more children attending the nursery (deducted from the lower fee). There are no discounts applied to Government Funded spaces.

The nursery is closed for one week in total during a year (at Christmas). There is no charge for this closure.

Fees are reviewed annually for April.

### **Payment of fees**

The full fees are required to be paid to the nursery at the beginning of each month. If the fees are not cleared by the end of a calendar month, the nursery reserves the right to temporarily suspend the space until the fees are settled.

### **Vouchers, tax free childcare and other schemes**

Most companies run a payroll tax deduction (vouchers), or you can sign into tax-free childcare. Brook House Nursery is registered with most schemes involved.

### **Absence**

If your child is absent for any reason including illness and holiday, full fees must be paid, as the costs of staff, business rates, heating and lighting still need to be met.

If your child attends two days a week only and one of those days is Monday, we will try to give time back for May and August Bank holidays. This depends on availability.

### **Extra days**

If you require extra days, we will try to accommodate this depending on availability. The cost of this is detailed on the fee schedule and will be invoiced to you.

### **Government funding**

Universal Entitlement - All 3 and 4 year old children are able to access 570 hours of entitlement hours funded by the Government from the term after their third birthday.

Working Families Entitlement – If your child is aged between 9 months and 4 years old you may be eligible for the Working Families Entitlement.

See our Funding policy for further details about both entitlements.



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### **Changes to number of days**

It is possible for you to secure your child's place up to six months before their start day. Please note that if you decide to reduce the number of days prior to your child starting at the nursery, you need to provide us with a minimum of three months' written notice (e.g. email).

If you change your days less than three months before starting, we reserve the right to withdraw your place. If, however, we are still able to confirm your place, full fees for the original number of days would still apply for the first month.

Once your child has joined the nursery, if you would like to reduce the number of days, you need to provide us with one month's written notice (e.g. email).

### **Changes to start date**

Prior to joining the nursery and once the deposit has been paid, you may delay your child's start date by up to two weeks.

If you decide to delay your child's start date by more than two weeks, your place will be withdrawn, you will go back on the waiting list, and you will lose your deposit.

If you would like to ensure that the place is reserved for you, full fees will apply from the original start date.

This also applies to siblings.

### **Withdrawal**

If you would like to leave the nursery you need to provide us with two months' written notice (e.g. email).

Policy review date	Name and signature