

# 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. If you decide not to take the offered space and the deposit has been already paid, you need to provide us with a minimum of two calendar months' written notice (e.g. email).

### **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.

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

Fees increase annually from September. The sibling discount applies to families with two or more children attending the nursery (deducted from the lower fee).

### **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 some extra day/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**

At Brook House Nursery this funding is stretched over 51 weeks per year.

See our Fee Schedule for details of extra charges.

Please refer to the nursery Early Education Entitlement Funding policy for more details.

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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 2 weeks, your place will be withdrawn and 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 |
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