

Maidenbower Infant School Nursery

Payments Policy

All 3 and 4 year-old children in England are eligible for 570 hours of free early education or childcare per year. At Maidenbower Infant School Nursery we offer 15 hours of Free Entitlement a week for 38 weeks of the year for every child. We also offer an additional 15 hours Extended Free Entitlement to parents who are eligible. Details of how to claim Free Entitlement can be found in the Free Entitlement policy. Subject to availability, parents are able to add additional hours to their Free Entitlement. Any additional hours will be invoiced half termly in advance.

Paying Invoices

- For those children not receiving funding or those with additional sessions over the flexible free entitlement ones, an invoice for the next half term's fees is issued three weeks before the end of each half term. This must be paid on time by cheque or cash into the nursery office. BACS payments are also accepted. Parents should notify the manager by e-mail on the day the payment is made.
- Payment must be received by the due date. If payment for nursery sessions, outside the free entitlement funded by the government, is late, your child's sessions will be reduced to the government-funded sessions only. Should this happen, the nursery will nominate the sessions to be deemed 'government funded' and the other sessions will be offered to other children.
- If a cheque is refused by the bank, then your fees are considered to be outstanding and an alternative method of payment will be sought. You will be charged for any administration fee that has occurred.

Notice to change or terminate sessions

Should you wish to change or terminate your child's sessions then you must give four weeks notice. This notice must be given in writing to nursey@maidenbowerinfant.w-sussex.sch.uk and be received by the nursery during term time.

In the event that the above deadlines are not adhered to you will be charged for **all** the sessions that you have reduced for a period of four weeks.

Absences

Refunds will not be given in any circumstances for any sessions your child does not attend Nursery.

Nursery Closure

You are not charged for the following:-

- Bank holidays
- Nursery inset days
- Nursery/school holidays

If the Nursery is forced to close for unforeseen exceptional reasons such as severe weather conditions, then refunds will not be given for the cancelled session(s).

THIS POLICY IS REVIEWED ANNUALLY. A SIGNED COPY OF THE POLICY IS DISPLAYED ON THE PARENTS INFORMATION TABLE IN THE NURSERY.