



## Fees Policy from September 2017

Please read the Fee Policy carefully, in conjunction with the "Parent Contract and Terms and Conditions" before completing and signing the Registration Form, and agreeing to and signing the Parent Contract. If you have any questions about Fees or you require further explanation of any part of this policy please contact us.

### Nursery fees

- All fees are due, and payable, one full month in advance by standing order and or childcare vouchers and should reference your child's name
- Our fees are based on a 52-week year
- If your child is unable to attend a scheduled session for any reason, fees are still payable
- Please note, children are required to attend a minimum of three sessions per week in order to ensure continuity of care (four session for a child under 2 years old)
- One month's notice or payment in lieu is required
- Extra sessions are to be paid on or before the date of the extra session (preferably at the time of booking)
- If your child starts partway through a month or leaves partway through a month, your invoice for that first or last month at the nursery will be charged sessionally
- If you change you booking pattern partway through a month, your invoice will be charged sessionally that month

### Monthly fees are to be calculated as follows:

(Number of sessions per week X Session fee) X 52 divided by 12

Fees as @ September 2017	Under 2's	Over 2's
Morning Session (includes lunch)	£32	£30
Afternoon Session	£30	£28
Full day	£59	£57
Full week	£295	£285

For example: Child under 2 years old attends afternoon sessions only, 4 days a week. Monthly fee is calculated as:

$$4 \times £30 = £120$$

$$£120 \times 52 = £6,240$$

$$£6240 \text{ divided by } 12 = \mathbf{£520}$$

A £50 registration fee is required to secure a nursery place, covering administration and set-up costs. The fee is non-refundable if you decide not to take up a place offered. The Registration fee is charged per family, so if you are registering one or more siblings the fee is £50 payable when

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the first child is registered.

There is a 10% discount when two or more children attend the nursery applicable to the session fees of the *elder* child, or to each of the older children in a family of three or more. There is a 2% discount on the amount paid by direct debit if you choose to use this form of payment.

Extra sessions might be available on request if room numbers allow and payment is expected at the time of booking so as not to incur a late payment fee.

### Pre-School Funding

We will be working in partnership with Edinburgh City Council to provide pre-school education in line with the national curriculum. Parents of children between 3 and 5 years will be eligible for grant funding towards fees.

### Minimum Sessions

The minimum number of scheduled sessions your child can attend per week, and for which fees are payable, to book and retain a nursery place is as follows:

Minimum no. sessions per week 0 - 2 years	Minimum no. sessions per week 2 - 5 years
2 full days (or equivalent in half days)*	3 sessions (which can include half days)
*N.B. there is limited availability of ½ days for 0-2 yrs	

### Nursery Closures

- The Nursery will be closed on the following bank holidays: Good Friday, Easter Monday, Christmas Day, Boxing Day, January 1<sup>st</sup> and January 2<sup>nd</sup>
- Fees will not be charged for any of the bank holidays on which your child would normally have attended the Nursery. This will be reflected in the invoice for that month.
- Please note that it is not our policy to swap sessions when the nursery is closed for one when the nursery is open.

### Collection/Late Charges

- The Nursery closes at 6pm Monday-Friday
- Please make every effort to collect your child at the scheduled pick up time
- If you are going to be late please phone us
- Our insurance policy covers us from 8am - 6pm, so the Nursery *must* be cleared by 6pm

**There is a late collection charge of £5 for every 15 minutes beyond the scheduled pick up time for your child. This will automatically be applied to your invoice for the following month and must be cleared that month. Repeat offenders will be charged an administration fee of £20 if they pick up their children after your session ends 3 times.**

We will discuss with parents any issues regarding drop-off and collection and we will try to be as accommodating as possible. There are occasions when you may be asked to collect your child early because of illness.

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### **Late Payment of Fee Charges**

Fees are paid one month in advance and must be paid by the **1<sup>st</sup> of the month**. We would ask that every effort is made to ensure that all payments are received on time. *If payment is received late (past the 10<sup>th</sup> of the month), then a charge of £20.00 will automatically be applied to the next invoice. If payment has still not been received by the end of the month, an additional £20 admin fee will be added and service may be withdrawn until fees are paid in full.*