

Our Lady's Catholic Primary School



**We aspire that through the love of Jesus everyone should
"have life and have it to the full."
Jn. 10v10**

FEES POLICY

Approved by: School Governors	Date: Oct 2021
Last reviewed on:	Date: Sep 2025
Next review date:	Sept 2026

Fees Policy

NRSRY_19_02

1. Fees

- 1.1 Fees are due and payable on the 15th of every month.
- 1.2 Fees are payable via Parent Pay, BACS or Tax-Free Childcare.
- 1.3 Fees are payable regardless of a child's attendance to the nursery, if a child is absent for any reason, fees must still be paid.
- 1.4 Fees are not payable when the nursery closes during Bank Holidays and the calendar school breaks.
- 1.5 Fees are not refundable in the case of absence from the nursery.

2. Invoicing

- 2.1 Invoices are emailed to parents at the beginning of each month.
- 2.2 Invoices must be paid in full by the 15th of each month.
- 2.3 Invoices that remain unpaid after this date may incur a 10% penalty charge.
- 2.4 Invoices that remain unpaid after 2 months, may result in a child's place being withdrawn from the nursery.
- 2.5 Parents are asked to inform the nursery manager should any difficulties arise regarding payment of fees.
- 2.6 Legal action will be taken to recover unpaid fees if necessary.

3. Settling in Sessions and home visits

- 3.1 Prior to a child starting nursery the Nursery Manager will organize a home visit at their home in order to observe the child in his home environment and familiarize with them.
- 3.2 The nursery recommends that each child attends 2 settling-in sessions before starting at the setting.
- 3.3 We recognize that every child is unique so flexibility is given to the child/parent during the settling in process in order to accommodate the child's/parent's need.
- 3.4 Parents will be able to receive updates of their children's initial nursery day through Tapestry.
- 3.5 Any snacks provided during settling-in sessions will be free of charge, however, if a parent wishes for their child to attend a settling-in session during the lunch period they will have to provide a lunch box.

3.6 Full fees will be charged when a child attends their first full day of nursery, regardless of the original estimated start date.

4. Nursery Education Funding

4.1 Government funded 2, 3 and 4 year old places are available at the nursery.

4.2 Parents will not be asked to pay any “voluntary contributions” or the cost of the lunch hour if they are using a funded space.

4.3 It is the responsibility of the parent to provide the nursery with the necessary information in order for us to accommodate a funded place for a child.

4.4 Information regarding Nursery Education Funding is provided in a welcome pack to all families. Reminder emails will be sent throughout the year.

5. Fee Reviews

5.1 Fees are reviewed annually on the 1st January.

5.2 Any changes are published in a newsletter and also outlined in an email to all families, at least 3 months' notice will be given.

6. Notice

6.1 4 weeks' notice, in writing, is required to withdraw or reduce a child's nursery attendance.