St Catherine’s Independent Nursery

Fees Policy

**Parents should note that St Catherine’s Independent Nursery works to the following policy:**

All nursery fees are payable a week in advance, whether or not the child/children attend the nursery sessions.

A charge of £5.00 per ten minutes, will be incurred for any children being picked up late.

If your child attends dance or mini maestros sessions fees are payable whether they are present or not.

Fees are calculated on a yearly basis, bank holidays and altered sessions are taken into account within the fee structure, therefore weekly fees remain the same. Fees are also calculated on an individual basis with regards to your needs therefore, it is **not** nursery policy to exchange sessions through the year.

There is a half retainer fee charged to parents while the nursery is closed for three weeks of the year.

 **Please Note:** These closures take place at Christmas and Easter.

If your child is absent due to sickness nursery fees are payable.

If your child/children have appointments during nursery hours, please arrange the either before or after the nursery session. Once children are collected from nursery they cannot be returned that day.

Under extenuating circumstances when the nursery has to close for Health and Safety reasons the nursery fees are fully payable.

For example: Water supply unavailable.

 Electricity supply unavailable.

 Gas Leak.

 Extreme weather conditions.

 Etc.

**Please Note: Notice of four weeks is required on all children leaving the nursery. This money is payable whether or not the child attends the nursery sessions during the four week period.**

**None Payment of fees**

St Catherine’s Independent Nursery has a zero tolerance to non-payment of fees. The following procedure will apply:

On accepting a place at St Catherine’s Independent Nursery a deposit of one weeks fees will be required, which is non-refundable.

Weekly nursery fees are payable on the first day of the week that your child/children attend nursery. If non-payment of fees occurs a verbal reminder will be given.

On the second day of non-payment of fees a written reminder will be given.

On the third day of non-payment of fees you will be requested to take your child/children home until the outstanding amount has been paid in full.

All nursery fees, including payments for hot lunches, dance and mini maestros must be up to date by the end of every term to enable your child to start nursery the following term.

It is St Catherine’s Independent Nursery’s policy that anyone leaving nursery with outstanding arrears will be pursued through the small claims court.

**Please Note:** The trustees will review charging levels and practices on an annual basis. This review takes place in March of each year and will take effect from the following September.