

HAMP NURSERY AND INFANTS' SCHOOL  
NON NEGOTIABLE PAYMENT POLICY

FIVE LITTLE DUCKS AND HUMPTY DUMPTY ROOM

Sept 2020

To ensure that we can maintain a first class service to parents and children, the following terms form part of the parental agreement:

- Each place is offered on **an all year round basis**, irrespective of the number of hours booked,
- Charges are as detailed in the Prospectus, currently as follows:
  - **Age 2-3 - £4.80 per hour**                      **Over 3s - £4.20 per hour**
  - **Lunch - £2.30 per meal**                      **Snack - £0.40 per session (£2.00 per week)**
  - **After School Club – 40p per session for a snack - OPTIONAL**
- Charges are reviewed annually in April, any changes to start the following September
- You will be required to pay a month's fees in advance on enrolment.
- Our sessions are 3 hour sessions but we also run a 2.25-hour session in the 0-3 room
- Invoices will be issued **weekly** after the initial invoice requesting a month's fees in advance. **Please be aware that payment must be made on the First day of the week that your child attends or your child will not be able to attend until you make that payment**
- **We will be unable to supply school uniform if there is an outstanding debt to the nursery**
- **If your child is absent, for any reason, e.g. sickness, holidays etc normal charges will still apply.**
- You will not be charged when the nursery is closed, i.e. Bank holidays, Easter and Christmas closure. However, you **will** be charged for **In-service Training Days (INSET days)**
- **If you wish to reduce hours or cancel your place, please complete the "changes form" available from the office. One month's Term time notice will be required for funded places, and 1 months' notice required for paid places during which period normal charges will apply and EYE will be claimed**
- Should you wish to increase your hours permanently we will try to accommodate your request as quickly as possible but again would ask that requests are put in writing – using the "changes form" available in the office.
- Requests for "one-off" additional hours should be made via the office/nursery staff and will be charged at the normal rate and will appear on your invoice.
- The nursery provides the opportunity for parents to retain a place prior to starting for the maximum of 1-month subject to the payment of a non-refundable retainer fee paid within a week. The charge will be 50% of the current standard hourly rate, after this period places can be retained at a charge of 100% of the current hourly rate.
- We require two full weeks' notice for any changes in respect of lunch
- It is your responsibility to sign your child in and out of nursery.
- **Please ensure that your child is collected on time as additional charges will be incurred for the late collection of your child. Late fees will apply for every 15 minutes late and will incur a charge of £4.00 per 15 minutes**
- The nursery is registered to receive the Early Years Entitlement for 3 & 4 year olds which is available from the funding period following a child's 3<sup>rd</sup> birthday. There are a maximum number of hours during each funding period (approx. 15 hours a week during term time). This can be used over the entire funding period; our normal fees will apply for hours attended in excess of the funding. Invoices will show a clear breakdown of funded hours and any additional hours attended. In order to claim your child's EYE entitlement a copy of your child's birth certificate, a registration form and termly declaration forms will be required.
- In the Five Little Ducks room your child will alternate between sessions, attending for a half term of mornings followed by a half term of afternoons, etc. All of the children alternate in this way to give every child the opportunity to attend both morning and afternoon sessions. It also enables children to experience the routine and opportunities of a complete school day.
- In the Humpty Dumpty room your child will be allocated a mix of sessions i.e. mornings / afternoons and a late session. These sessions will remain the same whilst in the Humpty Dumpty room, giving your child the experience of all session times.
- The nursery can also accept children receiving 2-year-old funding, subject to having the child's birth certificate, registration form and evidence of eligibility
- The nursery can also accept children with **30 hours** funding, places are limited. This is subject to having the child's birth certificate, registration form and evidence of eligibility
- A child will drop out of eligibility for 30-hour funding and enter the "Grace period" when parents cease to meet eligibility. After this "grace period" the child will return to EYE hours (15) unless parents wish to pay for the additional hours, in line with this payment policy

**PLEASE BE AWARE THE NURSERY CLOSSES AT 5.30PM**

**I confirm that I understand and agree to accept these terms.**

Child's Name ..... Date.....

Parent Name.....Signed.....

