

HAMP CHILDREN'S CENTRE NURSERY PAYMENT POLICY

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, unless your child receives the Early Years Entitlement or 2 year old funding in which case the funded hours will be term time.
- Fees are payable monthly, in advance.
- Charges are as detailed in the Prospectus, currently as follows:
 - Under 2s - £4.50 per hour
 - Over 2s - £4.00 per hour
 - Lunch - £2.20 per meal
 - Tea - £1.20 per meal
 - Snack - £0.30 per session (£1.50 per week)
- Charges are reviewed annually in April, any changes to start the following September.
- Invoices will be issued monthly (weekly invoicing can be arranged on request).
- Fees must be paid within 10 days of invoice date otherwise late payment charge **may** be applied. If you fail to pay fees by the due date a reminder will be sent.
- **Failure to pay fees within 7 days of the reminder may result in your child's place being terminated and financial recovery action being taken**
- **Your child and siblings will be unable to participate in and receive School and or Nursery photographs if there is an outstanding debt.**
- **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.
- **If you wish to reduce hours or cancel your place please complete the "changes form" available from the office. One month's notice will be required, during which period normal charges will apply.**
- Should you wish to permanently increase your hours 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.
- One full weeks notice for any changes in respect of lunch or tea is required.
- 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. Up to 15 minutes late will incur a charge of the hourly fee and then £1 for every 15 min after that.**
- 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 3rd 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.
- The nursery can also accept children receiving 2 year old funding.

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

Child's Name Signed Date.....