



Fees Policy - 2023/24

St Richard's Nursery is a Voluntary Committee Managed nursery. We will always aim to produce timely and accurate fee invoices to ensure fees are paid by the required payment dates, ensuring the full operation of the nursery as a sustainable not for profit business.

Our Fees will be reviewed in September 2023 and implemented from September 2024 for the year of entry September 2024 to July 2025

There is a Booking fee payable to cover the administration costs to secure your child's nursery place and provide some flexibility to discuss and choose in advance your preferred choice of sessions. Sessions are always subject to availability at time of admission This fee is payable per family and is currently £35.00. If you only want to use allocated funded sessions from the term after your child's third birthday you can opt out of the Booking fee and accept the sessions as offered by the manager also subject to availability.

The nursery bill will be issued half termly or within 3 weeks of a child starting in the nursery and attending independently.

Within 2 weeks of a bill being issued, parents will need to inform the nursery of how they intend to pay the bill. Preferred payment can be made by bank transfer or cheque. We also accept Employer childcare vouchers or payments from a Tax-Free Childcare account-confirmed to nursery.

Nursery Banking Details:

HSBC

Account number: 31684981

Sort code: 40-05-20

Account name: St Richard's Nursery Unit

Payment reference: Please use your child's full name as payment reference.

If you have any difficulties in paying your fees please speak to the nursery business administrator or manager **promptly**.

If parents are eligible for, and using, the additional 15 hours funding for working families, they must follow the guidelines from HMRC about re-checking their eligibility termly and inform the nursery if the additional funding is going to be stopped. A nursery bill will be issued for the unfunded hours.

The nursery fees for unfunded sessions will become payable for all reserved sessions once your child's start date has been confirmed and accepted. All unfunded sessions including supervised lunch sessions on the register, will be billed from the start date.

Free entitlement hours are claimed by the nursery at the start of each term. Changes to free entitlement hours can only be agreed at the start of each term and before headcount day (Headcount Day is the cut off point for all children to have started in the current term and wishing to claim the Free Entitlement for the term. Any child starting after this date will be considered a late starter, funding will only be claimed following agreed exceptional circumstances.). Additional hours provided midterm will be payable until the start of the following term when an increased free entitlement claim can be completed. Parents must have completed the appropriate documentation prior to the headcount day of the term in which the change is to be implemented.

Nursery fees are payable for **any** Sickness or absence your child may have (including booked holidays) during term time.

Parents must provide the nursery with 4 weeks written notice if they are leaving the nursery midway through the year once your child has passed the 2-week period settling time. The nursery year is in line with the West Sussex School Term Dates.

Non-Payment of Fees

Parents are responsible for the payment of the nursery fees in accordance with the payment policy. Fees should be paid within 2 weeks of the invoice date on the half termly invoice. There may be a late payment fee of £5 per week after the requested payment period. Fees that are paid outside of this time frame will need to be notified in advance to avoid the late payment fee. A late payment fee will recover the cost of the administration caused in chasing unpaid fees.

Fee Structure

We are a fully funded nursery and accept universal funding the term after your child's 3rd birthday

£24 (2½ years old) per session

£21 (3-4 years old) per session

£35 refundable booking fee to reserve your child's space.

Fees are based per three hourly session Monday to Friday

Morning Session 9AM - 12PM

Afternoon Session 12.30PM - 3.30PM

Lunch time Session 12PM - 12.30PM (£4 per session)

Pre-bookable early bird sessions are also available 8.30AM - 9AM (£5 per session)