



NURSERY FEES AND CHARGING POLICY



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Nursery Fees and Charging Policy

- a) Fees are charged on a session basis (See Nursery Fees and Booking Form document) – additional sessions can be booked at the office.
- b) Funded children receiving only 15 hours of free education will not be required to give a deposit and, will be informed that their place has been accepted around 4-6 weeks in advance of their start date.
- c) New starters requesting additional sessions over the funded 15 hours will need to secure their place with a deposit of 2 weeks fees in advance. This will be refunded in the child's last invoice.
- d) All nursery fees are invoiced on 1st of each month and are due on the last day of the same month.
- e) Payment must be made against the invoice issued by the payment methods stated on the invoice. Cash will be taken if all other payment methods are not available.
- f) Late payments after the last day of each month will incur an additional £25.00 penalty charge added to the existing bill.
- g) Parent/Carers picking up late from Nursery will be charged £6.00 for every 15 minutes.
- h) Full fees are charged if your child is absent due to illness.
- i) Fees will be reimbursed at 50% when the nursery is closed due to unexpected school closure i.e. snow day.
- j) Each invoice will be amended appropriately for any Holiday's, extra care or Bank Holidays.
- k) Any additional bookings made at short notice, need to be paid for in advance, and are non-refundable should these sessions change.
- l) Once care has been booked and confirmed at Hollinswood Nursery, the agreed payment must be met in full. Please note that any outstanding fees will result in your child's care agreement being terminated without the need for further notice. The debt will then be passed to Telford & Wrekin Council debt collection. We reserve the right to exclude children from nursery at our discretion.
- m) Any payment that is outstanding for more than 4 weeks will result in a formal letter giving Parent/Carers an additional four weeks to pay. Outstanding balances will then be passed to Telford & Wrekin Council who will take the necessary steps to recover the outstanding balance.
- n) Parent/Carers who are having financial difficulty are requested to contact the Headteacher to implement a suitable payment plan.
- o) Any charges arising from payment in un-cleared funds will be passed on to the parent.
- p) Parents/Carers are expected to give two weeks' notice to cancel their place.
- q) If a child does not attend and the School is unable to contact the Parent/Carer, their place will be terminated and they will be charged all outstanding fees plus the four weeks' notice period.
- r) Nursery fees do not include nappies, baby wipes etc, these are to be provided by Parent/Carers.
- s) The notice period of 2 weeks should be given in writing, to terminate a child's place, or to reduce the number of sessions attended by the child monthly.

- t) Fees are subject to review at any time with a minimum of one month's written notice being given to parents whose children currently attend nursery. If there is to be an increase, it is usually annually.
- u) Fees are still charged if children are ill or do not attend as their place has been reserved.

Support for Childcare Costs

Parents/carers may be able to access a range of tax benefits and grants to support childcare cost and information will be available directly from the local authority.

Childcare costs cannot be met directly from the school budget.

2-4 year old Funding

Parents/Carers who access over their 15-hour grant funding will be invoiced for extra sessions used. See above for additional fee charges.

Lunches are not included in funded sessions and are to be paid separately to Telford and Wrekin Council, via your child's ParentPay account. The current cost of a child's school meal is £2.90 (As at 24th February 2025)

If at any time funded children who access extra sessions fall into arrears with nursery fees, they will revert to funded sessions only.

2 year funding and 30 hours funding:

Parents/Carers who apply for 2-year funding/30 hour funding to pay their childcare fees, are requested to provide evidence of entitlement and complete the necessary agreement forms.

Hollinswood Primary School & Nursery – Nursery Fees

Term Time Only Fees

Session Type:	Session Times:	Session Price:
15 hours Funded Morning Session	08:45am – 11:45am	Nil
15 hours Funded Afternoon Session	12:15pm – 15:15pm	Nil
Non-Funded Morning Session	08:45am – 11:45am	£12.00
Non-Funded Afternoon Session	12:15pm – 15:15pm	£12.00
Lunch Hour	11:45am – 12:15pm	£2.00

Additional Charges:

Lunch	£2.90 per day
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Morning and Afternoon snacks are offered at the nursery.

Lunch can be provided from home by the parent, or we can provide a hot lunch from the school catering team for £2.90 per meal. This includes a dinner and pudding. See attached menu.

Payment for snacks and school lunches must be made through the schools ParentPay account in advance.

April 2024 (Reviewed March 2025)