

## Fees Policy

Upon registering your child/children with Trinity Day Nursery we will require payment for the first month's fees in advance by cash or debit/credit card. A registration form will need to be completed and an enrolment contract showing hours/sessions required.

Trinity Day Nursery will email an invoice to you on/around the 1<sup>st</sup> of the month for the following month's fees and payment should reach us within 7 days or a £25 charge will be added for late payment for fees and £5 late payment for lunches. If payment is not made within 14 days, and a payment plan is not agreed, then your child can no longer attend the Nursery. If your child does not attend on a day when payment of invoices are due then please ensure that you come to the Nursery to pay before the 8<sup>th</sup> of the month. We can take card payments over the phone. If you are going to be on holiday when invoices are due it is the parent's responsibility to request an early invoice and ensure payment is made.

We are registered with several voucher schemes please ask for details.

If you require support with payment then please approach the Manager/Admin Assistant in the first instance:

- The Manager/Admin Assistant will liaise with the parent/carer concerned
- A payment plan, in writing, will be agreed if necessary, but if not adhered to then the child can no longer attend Nursery
- Trinity Day Nursery reserves the right in the event of slow payment or non-payment to inform other settings.

Trinity Day Nursery provides quality care and education, to continue to invest in staffing and resources payment of fees on time is crucial to allow us to be able to do this.

Trinity Day Nursery is open for 48 weeks of the year, closed bank holidays, Easter week, one week in August and between Christmas and New Year. We are open from 8am to 6pm.

Minimum booking is a **3 hour session** which runs from 9 to 12 or 1pm to 4pm. We will endeavour to be flexible to meet the needs of parents but priority will be given to full time places. Sessions booked must be to the half hour. E.g. 8.30am-5.30pm. Sessions **cannot** be swapped but if we can accommodate extra sessions we will.

If your child is absent for whatever reason a phone call to us first thing is much appreciated, thank you.

**EYE Funding for 9 month, 2, 3 & 4 year olds** can be taken as 12 hours per week (minimum 3 hours blocks) stretched funding. This stretched offer is over 47.5 weeks. If your child is entitled to the extended 2 or 3 year old funding of 30 hours per week we also offer this as the stretched version of 24 hours a week. Unless you inform us in advance that your child will not be attending during the times when there is no funding available you will be charged for the sessions that they are due at Nursery.

We do not offer the 15/30 hours funding only the stretched version.

**Funding Declaration Forms and Parent Contracts must be completed prior to the child starting.**

**A month's notice is required if your child leaves.**

If you need to change your sessions permanently, then two weeks' notice is required.

Fees are as follows from April 2024 to April 2025

	Babies (up to 2 years)	Toddlers (2-3 years)	Pre-schoolers (3-5 years)
3 hour session	£29.00	£28.50	£27.50
4 hour session	£37.50	£37.00	£36.00
5 hour session	£46.00	£45.50	£44.50
Full Day	£85.00	£82.50	£80.00
Full Week	£345.00	£330.00	£320.00

All snacks are included in the fees.

You will be invoiced for any sessions that they are absent from Nursery in order to keep their placement with us.

Nappies should be provided for those in nappies and any cream or sun cream required.