



# PUDDLEDUCKS Nursery and Pre-School

## CHARGING POLICY

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### Policy Statement

It is our intention to make our nursery and pre-school genuinely accessible to children and families from all sections of the local community.

### Procedures

- Ensure our charges are fair and affordable
- Review all charges annually, usually during the month of March.
- All parent/carers will be given notice of increased charges one term prior to its effective date. Any price increases applied will generally be effective at the start of the summer term (April) unless notified differently
- We will be aware of the charges made elsewhere and always remain competitive.
- The Government grant which covers 15 hours per week for all 2\*\*, 3\* and 4 year olds (and in some cases 30 hours for 3 and 4 year olds, will be maintained at all times.
- Parents will be given the right to remove their child after 15 hours (30 hours if applicable), without paying additional fees.
- Charges over and above 15 hours/ 30 hours are made at the discretion of Puddleducks Nursery and Pre-school.
- Fees are payable for the place booked and not for attendance.
- Additional fees may be incurred, such as for hot meals, snacks. These will be notified when applicable
- Fees are invoiced at the start of each Month/Term for the Month/Term in advance. Fees are due within 5 working days of invoice issue or weekly with prior arrangements
- Fees are non refundable. (Some exceptional circumstances may be applicable, please refer to our terms and conditions).

- We apply a 10% discount to families with two or more children attending the setting at any one time.
- A notice period of one month is required to remove your child/ren from the setting. This notice is required in writing/email.
- Reduced fees of 50% are payable if a child is removed from the setting for family holidays consisting of one full week or more. This benefit must be booked in advance and qualifies for a total of 4 weeks in a given academic year (please see our terms and conditions).

\* Government grants cover children from the term after their 3<sup>rd</sup> birthday.

\*\* 2 year funded children are approved via Wiltshire Council review panel

This policy was reviewed in February 2021. Date of next review February 2022.