



Payment Policy for Eden Park Primary School Academy Nurseries

If a child attends nursery for any sessions over and above their free hours they will need to pay for the extra hours at the rate in force at the time.

Invoices

Eden Park Primary School will invoice each parent a half term in advance detailing how much is owed. The invoice will be sent by via email/post and text message. Full payment should be made upon receipt of the invoice. Children will not be able to start at the nursery, or continue their sessions, until full payment is made.

Late / Non Payment of Fees

Children will not be able to start at the nursery, or continue their sessions, until full payment is made.

If payment is not made in advance, a letter will be sent to the parent informing them that their child's hours will be reduced to the 15 free hours which will be determined by the school. The child will not be able to attend any extra hours until the debt is paid in full.

Payment for Holidays

If you book a holiday at any time please let the nursery know as soon as possible. As long as we have at least one months notice of the holiday, you will only be required to pay for 50% of your usual fees for the period your child is absent, holidays can be agreed for up to 2 weeks* a year with any holidays over and above this needing to be paid for in full.

* 4 weeks means 4 normal weeks attendance for your child. For example, if your child regularly attends 3 mornings a week then in an agreed holiday period you will need to pay for 50% of the charge of these 3 mornings).

NB: If we do not receive a full month's notice of your holiday, you will be required to pay the full charge for the attendance of your child in the week when they are absent.

Sickness

There is no refund if your child is sick.

Late Collection of a child

If you are going to be late collecting a child please contact the Nursery as soon as possible.

Notice Period

If you wish to withdraw your child from the nursery, we require 4 weeks' notice in writing to the Nursery Manager.