



Nursery Payment Policy

Nursery Fee Structure:

**The first 15 hours attended will be free at the Nursery. Additional time will be charged at £4.00 per hour or part of. Nursery is open for 190 days per year in line with the school terms.**

TIME	COST (£)
9.00AM – 12.00MID-DAY	12.00
12.15PM – 3.15PM	12.00

\*Hot lunches can be provided at a charge of £2.15 a day in addition to the hourly rate. Prices of school lunches are reviewed each year in September.

**Invoices**

Sacred Heart Primary School will invoice each parent at the end of every half-term detailing how much is due to be paid for the following half term. Payment must then be made, in full, to the Nursery on their child’s first day of the new half term.

If payment is not made by the end of the first week of the new half - term an administration fee of £10.00 will be added to the invoice. Another letter will be sent to the parent informing them that payment will be required the next time the child attends the nursery. If payment is not made at this point the child will not be allowed to attend for more than their free 15 hours until payment can be made.

**Payment for Holidays**

There will be no reduction for holidays taken in term time.

**Sickness**

You should keep your child at home if they are too unwell to attend Nursery. If your child has vomited or has had diarrhoea they should remain at home for 48 hours after the last bout. Please telephone the school office to let us know if your child will be unable to attend Nursery. Fees will still be charged if your child is unwell.

**Notice Period**

If you wish to withdraw your child from the Nursery we require 4 weeks notice in writing to Mrs Humber in the School Office.

Dated: 2<sup>nd</sup> November 2017 Signed by Chair of Governor:   
Mrs Julie Burnard

