



St Richard's Nursery is a Voluntary Committee Managed nursery. We will always aim to produce timely and accurate fee invoices to ensure fees are paid by the required payment dates, ensuring the full operation of the nursery as a sustainable not for profit business.

Our fees are reviewed annually, and any changes made will be implemented from the beginning of each September term.

We kindly ask parents for a voluntary contribution of £20 towards administrative costs when booking a child onto our waiting list.

Spaces are subject to availability at time of booking.

Parents will be contacted the term prior to their child starting to book initial sessions.

Fee Structure

We offer EYFE funded places up to 30 hours depending on eligibility of our families.

Non funded children will be charged as below.

£27 (2½ years old) per session

£24 (3-4 years old) per session

Fees are based per three hourly session Monday to Friday

Morning Session 9am - 12pm

Afternoon Session 12.30pm - 3.30pm

All day session 9am-3pm

Pre-bookable early bird sessions are also available 8.30am- 9am (£2.50 per session)

Pre-bookable rooster sessions are also available 3pm-3.30pm (£2.50 per session)

Food and Care Consumables Package of £3 per three-hour session will be invoiced for half termly.

£2.00- healthy snacks/food items

£1.00- non-consumables to include toileting requirements: wipes, nappy sacks, pull ups, nappies and sun cream.

Due to the administration and logistics involved with the Food and Care Consumables Package we operate an "all-in" or "all-out" policy; therefore, parents cannot choose which

elements to opt-in or opt-out of. We also require a term's notice should you wish to opt-in or out.

The nursery bill will be issued half termly in advance or within 3 weeks of a child starting in the nursery and attending independently.

Preferred payment can be made by bank transfer. We also accept Employer childcare vouchers or payments from a Tax-Free Childcare account-confirmed to nursery.

Nursery Banking Details:

HSBC

Account number: 31684981.

Sort code: 40-05-20

Account name: St Richard's Nursery Unit

Payment reference: Please use your child's full name as payment reference.

If you have any difficulties in paying your fees please speak to the nursery business administrator or manager **promptly**.

It is the responsibility of parents to ensure they have supplied the nursery with all the relevant funding information for their claim to be validated and to have returned a completed funding form in timely fashion.

If parents are eligible for, and using, the additional funding for working families, they must follow the guidelines from HMRC about re-checking their eligibility termly and inform the nursery if the additional funding is going to be stopped. A nursery bill will be issued for the unfunded hours.

Free entitlement hours are claimed by the nursery at the start of each term. Changes to free entitlement hours can only be agreed at the start of each term and before headcount day (Headcount Day is the cut off point for all children to have started in the current term and wishing to claim the Free Entitlement for the term. Any child starting after this date will be considered a late starter, funding will only be claimed following agreed exceptional circumstances as set by West Sussex Free Entitlement) Additional hours provided midterm will be payable until the start of the following term when an increased free entitlement claim can be completed. Parents must have completed the appropriate documentation prior to the headcount day of the term in which the change is to be implemented.

Nursery fees are payable for **any** Sickness or absence your child may have (including booked holidays) during term time.

The nursery fees for unfunded sessions will become payable for all reserved sessions once your child's start date has been confirmed and accepted. All unfunded sessions on the register, will be billed from the start date.

Non-Payment of Fees

Parents are responsible for the payment of the nursery fees in accordance with the payment policy. Fees should be paid within 2 weeks of the invoice date on the half termly invoice. There may be a late payment fee of £5 per week after the requested payment period. Fees that are paid outside of this time frame will need to be notified in advance to avoid the late payment fee. A late payment fee will recover the cost of the administration caused in chasing unpaid fees.

Parents must provide the nursery with 4 weeks written notice if they are leaving the nursery midway through the year once your child has passed the 2-week period settling time. The nursery year is in line with the West Sussex School Term Dates.