

Payment Policy

Fee Level

Nursery fees rise slightly each September, in line with nursery staff salary increases and factoring in any additional rises in relation to the nursery budget. From September 2026 the daily rate for all nursery users is **£94 per day**.

Application and Acceptance of Nursery Place

When your child starts at the nursery, please provide evidence of your £100 deposit application payment and this will be refunded to you.

Fee Payment in Advance

Monthly invoices (except for your September invoice) are payable by the 25th of each month and are payable in advance of using the nursery service, for example, October fees are due by 25th September. Fees for September are payable by 25th July in order to secure your child's place.

IMPORTANT: The Finance Department monitor payment of fees very closely and any parent that doesn't make payment of fees by the 25th of each month, in advance of using the service is, unfortunately, not permitted to use the nursery provision. The Finance team work in close partnership with the nursery to ensure that payment of fees is made swiftly and the nursery will strictly only be accessible to parents who have paid their fees in advance. The nursery relies on regular, prompt payments to be financially sustainable and remain in operation. If you are experiencing any issues/difficulties with fee payment, please speak to Karen immediately so that we can support you as best we can.

Calculation of Fees

Fees are payable from September throughout the nursery year until the following July (11 month period), **no fees are payable during August**. They are payable over 'equal' monthly instalments over the 11 month period.

Nursery is open for **44 weeks per year**. Please note that all holiday closures are non-payable; you are not required to pay any retainer or any fees chargeable for closure periods, including bank holidays.

For example, if your child attends nursery on a Tuesday and Wednesday each week, fees will be calculated in the following way:

Tues = 44 days of nursery provision per year and Weds = 44 days of nursery provision per year

Total days attending per year = 88 days x £94 per day (**minus any 9 month old, 2, 3 and 4 year old funding applicable**) then the total payable is divided by 11 months

Please refer to the nursery term dates provided for the coming nursery year, this is for reference and can help you to check that your invoices are correct as some charges may be more complex to work out; for example, we close for bank holidays, during the summer term, so this will be considered in the calculations if your child usually attends on any Mondays that the spring bank holidays fall on.

3 and 4 Year Old Universal Entitlement

From the term after your child's third birthday, **all** children are eligible to receive 15 hours of free nursery education/provision. The 15 free hours will always be deducted using the rate you currently pay (despite the Government only part funding the nursery hourly rate). The universal entitlement is

funded by the Government for 38 weeks per year. As the nursery is open for 44 weeks per year, we spread the entitlement over the 44 week period. **If your child is eligible for funding from the spring or summer term this will not show up on your autumn term invoice, full payment of fees is required until your child is eligible. An invoice will be sent to you just before the spring/summer term, respectively, clearly detailing the funding amount and, subsequently, your reduction in fees.**

There is also funding available for particular groups of two year olds, for example, if they are from a low income family or if the child has additional needs. [Additionally, there is 30 hour funding available for children from 9 months to 4 years old inclusive for WORKING FAMILIES. Please refer to the nursery information booklet for more details around this.](#)

[All fee information will be detailed on your monthly invoices so that you can see how the entitlement is calculated and deducted from your invoice accordingly. Please provide your eligibility code, full name and National Insurance number of the parent who applied for the funding and a copy of your child's birth certificate to Karen immediately if you haven't done so already.](#)

Once you receive your September invoice, please set up a means of regular monthly payment from your bank account from 25th July 2026 (for Sept 26 fees) through to 26th June 2027 (for July 27 fees), (excluding 25th August as no fees are payable then).

[For any funding stream applicable to you, we will ask you to complete a declaration form, during your induction, which is accessible to the Local Authority, this details your child's attendance at the nursery in order to claim funding. Once you have completed the form, the nursery will apply for the funding on your behalf. It is paid directly to the nursery and deducted from your invoice accordingly.](#)

[Please note, the nursery does not charge any additional fees for meal and snack times or extra-curricular activities, such as dance classes, music sessions and Forest School. The cost is incorporated into the standard daily fee level.](#)

Childcare Voucher Schemes

If you join the Government led tax-free childcare scheme, which can help cut the cost of fees, please can you let Karen and Finance know immediately (along with any reference number that you are provided with for the scheme) so that any payments received are aligned to your account accordingly. Please also put your child's name (and invoice number if possible) against any payments that are made.

Notice of Reduction of Days

Please note that if you would like to reduce the number of days that your child attends nursery the **notice period is one entire term**, this gives the nursery adequate time to refill your child's space. Your invoice amount will then be amended from the following term accordingly. On the contrary, if you would like to increase nursery days please speak to Karen or your child's key person and we will endeavour to accommodate when we can, however, we are often at full capacity.

Queries regarding Invoices: Fee calculations are made by the nursery, therefore, please note that if you have any queries relating to invoice amounts or anything else around any payment policy matters please speak to Karen. Please refer queries to Finance if you want to check that a payment has been received or if you have a query regarding your statement/balance payable. Please note, this policy forms part of your nursery contract. We appreciate your cooperation in advance with all financial matters included in this policy.