



PARK HILL PREPARATORY SCHOOL & NURSERY

For boys and girls aged 2 years and above

FULL TIME NURSERY FEE POLICY

1. This policy is approved by the Proprietor of Park Hill School on August 2017.
2. This policy covers the period 1st September 2019 to 31st August 2020.
3. All fees are payable monthly in advance by Direct Debit. Fees will be collected on the 1st of each month or shortly thereafter, where this date falls on a weekend or bank holiday it will be collected the next working day. Failure to set up a Direct Debit mandate will incur a monthly charge. Please ensure that there are sufficient funds available on the due dates.
4. Dependent on your child's start date you may be required to pay your first month's fees by cheque, BACS or credit card to ensure payment is received on or before your child starting the Nursery, in which case the above levy will not apply for this first payment. For security reasons the Nursery is unable to accept cash payments.
5. If the Direct Debit mandate is cancelled or returned by the bank due to insufficient funds, a fee of £25 will be charged.
6. Childcare vouchers must be paid by the last week of the previous month to be used towards the fees for the following month. We accept vouchers from all companies, please use your child's name as a reference. For further information please email accounts@inspiredlearninggroup.co.uk
7. Park Hill School uses a calculation of cost of session x number of sessions x 51 weeks divided by 12 months to ensure a regular monthly fee is payable by direct debit. However, fees will be charged per session attended for the month when the child starts Nursery (if this date is not the 1st of the month), leaves Nursery (if this date is not the end of the month) or has a booking pattern change within the month. Any queries with fees must be resolved before your child starts. Park Hill School will not entertain any dispute on fees after your child's start date. If any payments get delayed due to dispute of the fees after your child's start date the normal exclusion policy will be applicable. Fees will not be waived for absences due to holiday, sickness or other personal circumstances.
8. Term time fees are calculated on a different basis and has no relation with the calculation of full time fees. If you have any queries for the term time fees please ask the Nursery Manager or Headmaster prior to the start date of your child. Park Hill School will not entertain any fees dispute after the child's start date.
9. Monthly invoices will be issued at least five working days prior to the 1st of each month.
10. Park Hill School reserve the right to collect any debt balances on the account by direct debit with the monthly fee collection.
11. If your fees are funded by your employer, a University or College grant or any other third party, Park Hill School will hold the parent responsible for all outstanding fees. The parent will be liable to clear the fees by the 1st of every month.
12. From time to time Park Hill School may offer discounts or incentives to parents – these are non-contractual and do not form part of the Terms and Conditions and can be withdrawn at any time without notice.
13. Consistently failing to pay fees will lead to the exclusion of the child within 2 days' notice period if the monthly payment is not received within the first 5 working days.
14. Nursery fees are inclusive of below, for fee paying parents only:
 - Refreshments (Snacks, Lunch and Tea)
 - Local Visits, Trips and Walks (Certain trips will be charged extra)
16. This fee policy should be read in conjunction with the Park Hill School and Nursery Terms and Conditions.
17. This fee policy will be reviewed annually.

18. Additional charges include:

Registration fee	£100
Deposit	£950
Chargeable Extra Curricular Activities	As and when they take place
Nursery Outings	As and when they take place

19. Park Hill School reserves the right to give one month's written notice to change the allocated days of the funded sessions e.g add sessions. All children are expected to attend a minimum of 5 mornings in Second Steps and can chose a combination of sessions in First Steps, subject to availability.

20. Any fees charged relate to your fees payable minus the 15 or 30 hours Nursery Education Grant (NEG) funding. Please request the fee calculation from the accounts department through the Nursery Manager or Headmaster if you have any query on the fees for 15 or 30 hours NEG funding before your child's start date. Park Hill School will not entertain any dispute on fees after your child's start date. If any payment is delayed due to dispute of the fees after your child's start date the normal exclusion policy will be applicable.

21. Failure to pay non-funded fees will lead to the exclusion of the child.

22. Additional fees that are not linked to an Early Years Entitlement funded place:

- Additional Chargeable Extra Curricular Activities – as and when they should occur
- Nursery Outings (as noted in paragraph 15)

23. Parents are required to give two months written notice should they wish to leave the Full Time Nursery provision. This is not applicable when a child is moving up from Second Steps to Reception.

*** Fees charged for children in receipt of Early Year's Entitlement Funding (Nursery Education Grant, NEG)**

A child becomes eligible for 15 hours funding from the term after their third birthday i.e. a child who turns 3 on the 2nd October 2017 will be eligible for funding from the Spring Term January 2018.

Park Hill School and Nursery will complete a claim form and submit this to the Local Authority prior to the headcount date to ensure that all funding is received. It may be that the Local Authority requires specific information from the parent and failure to provide this may result in the Nursery being unable to claim the funding; in this instance the parent would be wholly responsible for any fees incurred at the standard daily rate.

Payment is received from the Local Authority on a termly basis – Autumn, Spring and Summer over a total of 38 weeks. Dates and weeks vary throughout the year; however, this information is readily available from Park Hill School and Nursery or your Local Authority.

Park Hill School applies the 38 week funding over a 51 week period to ensure:

- a regular monthly fee is payable by direct debit
- the child receiving the funding is able to attend the Nursery for a full 51 week period

This policy may change subject to local authority guidelines.