



# St. James' CE First School and Nursery

Headteacher: Mr D Lawford

St James' CE First School and Nursery  
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## NURSERY FEES GUIDE

We are delighted to have your child in one of our nurseries and look forward to a positive relationship with you in every way. Please ensure that you have fully read and understood the terms and conditions of your child's nursery place. Please speak to the nursery manager if you have any questions. The terms and conditions are not negotiable, and we would draw your attention to the following key points.

### FEES

Fees are invoiced in advance at the beginning of each half term. Balances must be cleared within two weeks of receiving the invoice. You will be charged for each session that you have booked, regardless of whether your child attends. Refunds or replacement sessions cannot be given for unattended sessions and booked sessions cannot be swapped for alternative sessions. Fees are also payable if the nursery is closed for any event beyond our reasonable control, including, but not limited to, lack of essential services or weather conditions.

### PAYMENT TERMS

Invoices should be paid within two weeks of issue, after which point, debt procedures will be applied. For security reasons, we do not accept cash payments. Nursery fees are reviewed annually in the spring and/or autumn terms. You will receive at least one month's notice of a change in fees.

### NON-PAYMENT/OR DELAYED PAYMENT

If no payment is received when a child is brought to the nursery, the child may be allowed to continue on the understanding that the debt is settled within one week – this includes debt outstanding for a connected family member. This will only be allowed on one occasion and an informal email and text message will be sent. Debt recovery procedures will be implemented if payment is not received. Due to nursery ratios, children not booked into the sessions will not be permitted to attend.

If there remains debt outstanding and if there are repeated instances of non-payment, then the Headteacher may withdraw the child's access to the nursery.

### NOTICE PERIOD

Four weeks' notice must be given to cancel a place in the nursery. If a child has a session booked, but does not attend, a charge will be made for the session/s without required notice given in writing by email to the school office. Late cancellations must be informed by phone or email which is important for the safety and safeguarding of the child. A charge will still be made for the session.

**Believe & Achieve** "I will show you my faith by my deeds" James 2:18

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## FINANCIAL SUPPORT

### Universal Credit

If you pay for childcare while you go to work, Universal Credit can pay for some of your childcare costs. The amount of the benefit is dependent on a family's household circumstances and factors such as how many children you have, whether you work, how many hours you work and if you pay for childcare. For further information, please visit Universal Credit childcare costs - GOV.UK ([www.gov.uk](http://www.gov.uk))

### Childcare Grant

Full-time students with dependent children may be eligible for a childcare grant, subject to income. For further details, please visit [www.gov.uk/childcare-grant](http://www.gov.uk/childcare-grant) or, if you are aged under 20, [www.gov.uk/care-to-learn](http://www.gov.uk/care-to-learn).

### Tax Free Childcare

Fees may be partly/fully paid using Tax Free Childcare, whereby the government will contribute £2 for every £8 of childcare costs. This enables you to claim up to £2,000 per annum for each of your children. To access Tax Free Childcare, please go to [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

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