
Glendale Primary School
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NORTHUMBERLAND
COUNTY COUNCIL

Little Acorns Nursery - Parent Fees Policy and payment of lunch money 2022

Name of child:- _____

Start date:- _____

Payment of Nursery fees

- Nursery fees are payable, in advance, by the first day of each week.
- Non funded Nursery fees will be charged at £5.00 per hour.
- The Nursery may serve 7 days notice in writing to terminate a contract if fees remain unpaid for 7 days.
- If you are suffering financial hardship, you should arrange an appointment with the School Office Manager to discuss any available options as soon as you become aware of the problem.
- Additional non-funded sessions will not be given if fees are in arrears.
- Parents/guardians will be given four weeks' written notice of proposed increases to fees.
- Fees should be paid on Eduspot, our online payment system
- Parents/Carers are expected to maximise their use of funded hours at Nursery

Calculation of fees

- The Nursery year runs from 1st September through until the end of the Summer term in July.
- If the child is absent from Nursery, while the Nursery is open, fees will be charged unless there is an on-going medical condition accompanied by a medical certificate.

Picking up of your child

- Staff must be informed if a person other than the authorised parent/guardian is collecting a child after Nursery. Children will only be released to people over the age of 18 years.

Late collection of children

- All parents will be charged for late collection of their child in accordance with the requirements set by Ofsted, of two staff members on duty at all times. The late collection charges will be £10.00 for the first 5 minutes then £1.00 per minute thereafter.

Cancellation/Termination

- All children new to the setting will be given a four week settling in period. During this time parents/guardians wishing to cancel the offer of a place may do so by serving 7 days written notice.
- After acceptance of the offer by the parent/guardian either party may terminate this agreement by the service of one month’s notice in writing. Parents/guardians may withdraw their child from the setting immediately and pay one calendar month’s fees in lieu of notice.
- After acceptance of the offer- 4 weeks fees are payable if the child does not attend.
- Notice must be in writing and posted to the school office.

Payment of school lunches

Dinners are payable in advance on the first day of the week for the full week ahead. If the payment of 3 school meals is missed, parents are informed to bring their child to the Nursery with a packed lunch as no school dinner will be served until the dinner arrears are paid. Failure to do so will resort in soup, a roll and a piece of fruit being served (at the cost of a normal school meal).

Acceptance: All parents will follow these terms and conditions

This policy will be reviewed at the discretion of the governing body.

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Little Acorns Nursery fees policy reply slip

I(Parents name)

Agree to abide by the terms and conditions of the above fees policy 2022 for Little Acorns Nursery. I also agree to pay for any school lunches in advance on a Monday morning or the previous week.

Name of child:-

Parent/carers name:-

Parent/carers signature:-

Date:-