



## **Charging Policy in Connection with Extended Services at Hindley Nursery School**

### **1.1 General**

The fee structure will be reviewed around May each year for implementation at the start of the next academic year. The amount due will be stated on the acceptance letter when the child is registered for that year.

From the 1<sup>st</sup> September 2019, to purchase an additional 3 hour session will be £12.50

Lunch Club £3.50

Additional end of day session £3.50

Acceptance letters will be issued with Parental Agreements showing a breakdown of the weekly charges. No further invoices will be issued. Parental Agreements must be signed and returned to the Nursery on or before the first attendance. Once signed the Parental Agreement will remain in force for any extended services accessed at the Nursery, subject to a revised agreement around May each year.

### **1.2 Procedures for Fee Collection**

Fees are payable weekly, one week in advance. The preferred method is by cheque. Cheques should be made payable to Wigan BC Hindley Nursery School. The amount stated on the letter should be paid to the office at the beginning of each week. In the event of any changes to the service an amended letter will be issued.

Children must be collected at the correct time. Failure to do so may result in the removal of your additional sessions.

### **1.3 Failure to Pay Fees**

Payment is due for all sessions booked, regardless of absences. In the first instance the Nursery has the responsibility for recovering any overdue amounts.

Please refer to the Nursery Debt Management Policy.

There is however, still the flexibility whereby the Headteacher, can review individual cases and take individual circumstances in to consideration in a sensitive way, but this must happen at the earliest opportunity, usually before the one week stage is reached.

Date: .....

Signed Chair of Governors: .....

Reviewed	April 2014	March 2019
	April 2015	
	April 2016	
	April 2017	
	March 2018	

